

Appendix A Age Appropriate Parenting Access Plans

The vision of the Ohio Task Force on Family Law and Children was to create an environment in which children whose parents live in difference homes:

- 1 Could go back and forth peacefully between Mom's house and Dad's house;
- 2 Have a weekly schedule that was developmentally appropriate; and
- 3 Feel comfortable loving and interacting with both parents.

The best schedule is one that is tailor-made to each family by the family a Adjusted as the child grows and family circumstances change. Children differ not only by age and developmental variances, but also by temperament, personality, and special needs. As the child grows and family circumstances change, arrangements need to change as well. Flexibility is a key to successful, child-centered schedules.

The Task Force examined model schedules from many counties throughout the country and decided to include those developed by Maricopa County, Arizona because they offered more options and were supported by current social science research. These sample schedules are offered here to encourage creativity. They are not intended to be guidelines to be imposed by a Court. The parenting access plans provided are examples of what may work well for children of a particular age and developmental stage, but should not be viewed as prescriptive. One size does not fit all.

Current research supports the involvement of both parents from the earliest days of a child's life. Perhaps the greatest creativity is required as teens develop and mature. Rigid schedules during those years may cause alienation, and supportive parents may find themselves showing up for sports and extracurricular events rather than relying on the routine that served them well when a child was young.

Children need two parents. They need for the two most important people in their lives to learn how to work together without on-going conflicts and rancor. When parents say "I'll do anything for my kids," the greatest gift and challenge may mean developing a cooperative parenting partnership with your child's other parent. Best Wishes!

SAMPLE PARENTING ACCESS PLANS

To Parents:

Raising children presents challenges for all parents. When parents live in separate homes the challenges are greater because the relationships become more complicated. Sometimes parents disagree about how much time children should spend with each of them. The following information will help parents reach agreements about parenting time (access) with their children.

These plans were developed by a committee of judicial officers, mental health providers and attorneys in Maricopa County, Arizona, who consulted with nationally known experts in child development. The Ohio Task Force on Family Law and Children selected these plans after an extensive review of material prepared in communities around the country and the world. These plans offer information about what children learn, feel and need at different ages. They also provide a variety of plans appropriate for each age group, and language that may be included in court orders.

Children describe the loss of contact with a parent as the worst consequence of divorce or parental separation. Unless special circumstances exist, preserving a healthy and ongoing relationship between children and both their parents after divorce, dissolution or separation is of utmost importance. Positive involvement with both parents furthers the child's emotional and social development, academic achievement, and overall adjustment.

WHY PLANS ARE NECESSARY

Written parenting access plans provide children and parents with some assurances of maintaining meaningful contact and can prevent future conflict. These plans are intended to encourage open dialog and cooperation between parents. The Courts prefer that parents reach agreements about schedules voluntarily. When parents reach an agreement about schedules on their own, they are more likely to remain cooperative as their children grow up. Children do best when parents cooperate. The reverse is also true. Children who experience ongoing conflict between parents are at high risk for suffering serious long-term emotional problems.

Parents must state their agreements about parenting time in their parenting access plan. A successful parenting access plan will state the agreements parents reach about parenting time, and sharing of parenting functions and responsibilities. The schedule should consider each child's developmental needs as identified in this booklet.

How To Use This Booklet

1. Locate Plans for your child(ren's) age.
2. Meet with your child's other parent to discuss parenting time and which plan for access (A,B or C) best suits your family's needs.
3. To assist you, the plans include sample calendars with sample parenting access plan language to include in court orders. These are examples only. You may choose any days or time you wish.
4. Because each child is unique, you may wish to establish different plans for children of different ages while making sure brothers and sisters are able to spend as much time together as possible. Be flexible!

Which Plan Should We Choose?

The following options are designed to allow parents or the Court, if necessary, to select the proper plan after considering the family's unique circumstances. Children differ in how long they are comfortable being away from each parent. Some children prefer spending more time at one home, while others move back and forth on a regular basis with ease. Parents may need to tolerate disruption of their own schedules, and more or less time with their child than they might otherwise prefer to provide the child with a sense of security and well-being.

When creating a plan, parents should consider the child's relationship with each parent. If a parent has never been a part of a child's life or has not had contact with the child for an extended period, access should start slowly and gradually increase as the child adjusts and feels comfortable.

A parent, who as an extremely busy work schedule, has not been the child's primary caregiver, or wants regular access without extensive care giving responsibility may consider **Plan A**.

A parent who has been involved in the day-to-day care of the child may desire greater access. This parent may consider **Plan B**.

A parent who has care giving experience and desires maximum access may consider **Plan C**.

As the child adjusts to the initial plan and feels comfortable, parents may consider increasing access by creating another plan. In some cases, it may be beneficial to change from one plan to another as the child gets older. When increasing access time, a parent's past involvement in caring for the child must be considered as well as the parent's willingness and ability to learn necessary care giving skills.

If parents cannot create a parenting access plan and access schedule that is best for their family, the Court will evaluate the case, and create a parenting access plan that it finds is in the best interest of the children.

Important Factors To Consider When Creating A Plan

- 1 The child's age, maturity, temperament and strength of attachment to each parent
- 2 Any special need of the child and parents
- 3 The child's relationship with siblings and friends
- 4 The distance between the two households
- 5 The flexibility of both parents work schedules and the child's schedules to accommodate extended access
- 6 Childcare arrangements
- 7 Transportation needs
- 8 The ability of parents to communicate and cooperate
- 9 The child's and the parents' cultural and religious practices
- 10 A parent's willingness to provide adequate supervision even if the parent has not done so in the past
- 11 A parent's ability and willingness to learn basic care giving skills such as feeding, changing, and bathing a young child, preparing a child for daycare or school, or taking responsibility for helping a child with homework
- 12 A parent's ability to care for the child's needs

Children Benefit When Parents

- 1 Initiate the child's contact with the other parent on a regular basis by phone, letter, audio and videotapes, e-mail and other forms of communication
- 2 Maintain predictable schedules
- 3 Are prompt and have children ready at exchange time
- 4 Avoid any communication that may lead to conflict at exchange time
- 5 Ensure smooth transitions by assuring the children that they support their relationship with the other parent and trust the other's parenting skills
- 6 Allow the children to carry "important" items such as clothing, toys, security blankets with them between the parents' homes
- 7 Follow similar routines for mealtime, bedtime, and homework time
- 8 Handle rules and discipline in similar ways
- 9 Support contact with grandparents and other extended family so the children do not experience a sense of loss
- 10 Are flexible so the child can take advantage of opportunities to participate in special family celebrations or events
- 11 Give as much advance notice as possible to the other parent about special occasions
- 12 Provide an itinerary of travel dates, destination, and places where the child or parent can be reached when on vacation
- 13 Establish a workable, "business-like" method of communication
- 14 Plan their vacations around the child's regularly scheduled activities

Children Are Harmed When Parents

- 1 Make their child choose between mom and dad
- 2 Question their child about the other parent's activities or relationships
- 3 Make promises they do not keep
- 4 Argue with or put down the other parent in the child's presence or range of hearing
- 5 Discuss their personal problems with the child or in the child's range of hearing
- 6 Use the child as a messenger, spy or mediator
- 7 Withhold access because child support has not been paid

SPECIAL CIRCUMSTANCES

These sample plans may not apply to all family situations or all children. They are not appropriate if there are significant issues of:

- 1 Child abuse or neglect
- 2 Serious mental or emotional disorders
- 3 Drug or alcohol abuse or criminal activity
- 4 Domestic violence
- 5 Continuous levels of very intense conflict

When a child's physical or emotional safety is at risk, it is necessary to protect the child. Parents who have concerns about these issues should seek help from an attorney, mental health professional, court services, domestic abuse agency, or local social services agency.

Remember, the welfare of the child is of utmost importance.

Definitions of terms used in this booklet:

Attachment: the process of building strong emotional bonds to specific care givers, critical for the child's development during the first year. A sense of security, the development of trust in others and positive emotional and social adjustment occur as a result of attachment.

Bonding: The development of close, loving and trusting relationships.

Parenting access plan: means a plan for the parenting of a minor child, which provides for the allocation of parenting functions and responsibilities.

Transition: moving between parents' homes.

SAMPLE PARENTING ACCESS PLANS

Birth to Twelve Months

Infants learn at a rapid rate. They are learning to love and trust familiar caregivers. Infants learn to attach to parents and others through consistent, loving responses such as: holding, playing, feeding, soothing, talking gently and lovingly, and meeting their needs promptly. They begin to respond to the different but equally valuable types of parenting mothers and fathers provide.

Infants cannot retain experiences over time, so it is important that they have frequent contact with both parents and a predictable schedule and routine. Infants can retain "emotional memories" of conflict that can have long-term negative effects, so parents should not argue when children, even infants, can overhear.

By six months, infants can recognize their parents and other caregivers, and may become uneasy around strangers. Regular caregivers are able to recognize their signals for food, comfort, and sleep. When away from them, infants may become anxious and may experience eating and sleeping problems.

At this young age, it is important to maintain the infant's basic sleep, feeding, and waking cycles. Schedules should be adjusted so that disruption does not occur. For example, in creating parenting access plans for this age group, parents should consider the special needs of breastfeeding infants.

All plans presume that the parent with access has appropriate baby supplies (infant seat, car seat, crib, diapers, toys) and that access will take place in a child friendly setting that is visually and intellectually stimulating. The parent with access time should personally care for the child as much as possible.

Return to the other home should be at least one half hour before bedtime. Once established, schedules should remain as consistent as possible.

All plans that include overnights presume that the parent with access not only had care giving experience but that the child is sufficiently attached and accustomed to being in the care of that parent for long periods.

Birth to Twelve Months

Plan A(1): Three periods of three to six hours spaced throughout each week.

Comment: Frequent contact helps the parent and the child bond.

Parent A. ☐ Parent B. ☐

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Sample Parenting plan language: Parent A shall have time which the child each week on Tuesday and Thursday from 4:30 p.m. to 7:30 p.m. and Saturday from 9:00 a.m. to 3:00 p.m. The child shall be with Parent B the remainder of the time.

Plan A(2): Two six hour periods spaced throughout the week.

Comment: This plan is helpful when the parents' work schedules or their levels of conflict make more frequent exchanges difficult. Because in this plan there are only two opportunities to parent each week, bonding between the parent and child may proceed more slowly and the child may experience some difficulty going from one parent to the other.

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Sample parenting plan language:
Parent A shall have time with the child each week on Tuesday from 12:00 p.m. to 6:00 p.m. and Saturday from 9:00 a.m. to 3:00 p.m. The child shall be with Parent B the remainder of the time.

Birth to Twelve Months

Plan B: Two three-hour periods and one eight hour period spaced throughout each week:

Parent A ☐ Parent B ☐

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Sample parenting plan language:
Parent A shall have time with the child each week on Tuesday and Thursday from 4:30 p.m. to 7:30 p.m. and on Saturday from 10:00 a.m. to 6:00 p.m. The child shall be with Parent B the remainder of the time.

Vacation: Time blocks that vary significantly from the above are not recommended.

Holidays: When holidays or special occasions like Father's Day, Mother's Day and birthdays do not fall on a parent's access day, parents should consider dividing them consistent with the blocks noted above.

Birth to Twelve Months

Plan C: Two periods of three to six hours and one or more overnights each week.

Parent A. ☐ Parent B. ☐

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Sample parenting plan language:
Parent A shall have time with the child each week on Tuesday and Thursday from 4:30 p.m. to 7:30 p.m. and on Saturday from 4:30 p.m. to Sunday at 4:30 p.m. The child shall be with Parent B the remainder of the time.

Vacation: Presuming that Plan C overnights have been ongoing, parents may have three consecutive overnights, weekend or midweek, twice each year. Each parent shall give the other parent thirty days written notice of vacation plans and an itinerary of travel dates, destination, and places where the child or parent can be reached.

Holidays: When holidays or special occasions like Father's Day, Mother's Day and birthdays do not fall on a parent's access day, parents should consider dividing them consistent with the blocks noted above.

Twelve to Twenty-four Months

One to two year olds are becoming more aware of the world around them and the people who are frequently in contact with them. A baby at this age can be attached to many caregivers including grandparents, other extended family members, daycare providers, babysitters and family friends who are frequently in contact with the child.

One to two year olds are also becoming independent and are developing the ability to comfort themselves by thumb-sucking or holding onto favorite blankets or toys. Their sleeping and eating schedules are also becoming regular. They continue to respond to the different but equally valuable types of parenting mothers and fathers provide. Two year olds commonly test parental limits and appropriate parental responses can build the child's self-esteem for years to come.

Transitions between homes may become difficult for some one to two year olds and they may become upset at these times. Some resistance to exchanges is normal for some children. This behavior does not necessarily mean the other parent is not a good parent or that the child does not want to be with the other parent. Parents can make exchanges easier for the child by following predictable schedules and by supporting the child's relationship with the other parent.

All plans presume that the parent with access has appropriate baby supplies (infant seat, car seat, crib, diapers, toys) and that access will take place in a child friendly setting that is visually and intellectually stimulating. The parent with access time should personally care for the child as much as possible.

Return to the other home should be at least one half hour before bedtime. Once established, schedules should remain as consistent as possible.

All plans that include overnights presume that the parent with access not only had care giving experience but that the child is sufficiently attached and accustomed to being in the care of that parent for long periods.

Twelve to Twenty-four Months

Plan A(1): Three periods of three to six hours spaced throughout each week.

Comment: Frequent contact helps the parent and the child bond.

Parent A ☐ Parent B ☐

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Sample Parenting plan language:
Parent A shall have time which the child each week on Tuesday and Thursday from 4:30 p.m. to 7:30 p.m. and Saturday from 9:00 a.m. to 3:00 p.m. The child shall be with Parent B the remainder of the time.

Plan A(2): Two six hour periods spaced throughout the week.

Comment: This plan is helpful when the parents work schedules or their levels of conflict make more frequent exchanges difficult. Because in this plan there are only two opportunities to parent each week, bonding between the parent and child may proceed more slowly and the child may experience some difficulty going from one parent to the other.

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Sample parenting plan language:
Parent A shall have time with the child each week on Tuesday from 12:00 p.m. to 6:00 p.m. and Saturday from 9:00 a.m. to 3:00 p.m. The child shall be with Parent B the remainder of the time.

Twelve to Twenty-four Months

Plan B: Two four-hour periods and one eight hour period spaced throughout each week:

Parent A ☐ Parent B ☐

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Sample parenting plan language:
Parent A shall have time with the child each week on Tuesday and Thursday from 4:30 p.m. to 8:30 p.m. and on Saturday from 10:00 a.m. to 6:00 p.m. The child shall be with Parent B the remainder of the time.

Vacation: Time blocks that vary significantly from the above are not recommended, unless the child has gradually adjusted to overnights with parent A.

Holidays: When holidays or special occasions like Father's Day, Mother's Day and birthdays do not fall on a parent's access day, parents should consider dividing them consistent with the blocks noted above.

Twelve to Twenty-four Months

Plan C: One daytime period of three to six hours and two non-consecutive overnights each

Parent A ☐ Parent B ☐

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| overnight | | | | | | | |

Sample parenting plan language: Parent A shall have time with the child each week on Tuesday from 2:30 p.m. to 8:30 p.m., Thursday at 5:30 p.m. to Friday at 8:30 a.m. and Saturday from 4:30 p.m. to Sunday at 4:30 p.m. The child shall be with Parent B the remainder of the time.

Vacation: Presuming that Plan C overnights have been ongoing, parents may have one period of three consecutive overnights, midweek or weekend, with children 12 to 18 months old. After the age of 18 month, parents may have two one-week periods separated by at least four weeks. Each parent shall give the other parent thirty days written notice of vacation plans and an itinerary of travel dates, destination, and places where the child or parent can be reached.

Holidays: When holidays or special occasions like Father's Day, Mother's Day and birthdays do not fall on a parent's access day, parents should consider dividing them consistent with the blocks noted above.

SAMPLE PARENTING ACCESS PLANS

Twenty-four to Thirty-six Months

Ages two to three are an important time for children to develop independent skills. Although children this age are learning to be independent, they may still cling to their caregiver and resist separation. They may be negative, and say "NO!" to parents' requests and demands just to express their independence. They may also be fearful about unfamiliar activities and objects. Predictable, regularly scheduled routines help children manage their fears and help them learn that the world is a safe place. Moving between parents' homes may become difficult for children at this age and they may become upset. This behavior does not necessarily mean that the other parent is not a good parent or that the child does not want to be with the other parent. Parents must ensure that the transitions between the two parents' homes are free of parental arguing and tension.

Plan A(1): Two three to four hour periods and one eight hour period spaced throughout each week:

Parent A. ☐ ☐ Parent B.

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Sample parenting plan language: Parent A shall have time with the child each week on Tuesday and Thursday from 4:30 p.m. to 8:30 p.m. and on Saturday from 10:00 a.m. to 6:00 p.m. The child shall be with Parent B the remainder of the time.

Vacation: Time blocks that vary significantly from the above are not recommended.

Holidays: When holidays or special occasions like Father's Day, Mother's Day and birthdays do not fall on a parent's access day, parents should consider dividing them consistent with the blocks noted above.

Twenty-four to Thirty-six Months

Plan A(2): Two periods of three to six hours and one overnight each week:

Parent A. ☐ ☐ Parent B.

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Sample parenting plan language: Parent A shall have time with the child each week on Tuesday and Thursday from 4:30 p.m. to 7:30 p.m. and on Saturday from 4:00 p.m. to Sunday at 10:00 a.m. The child shall be with Parent B the remainder of the time.

Vacation: Presuming Plan A(2) overnights have been ongoing, parents may have two one-week periods separated by at least four weeks. Each parent shall give the other parent thirty days written notice of vacation plans and an itinerary of travel dates, destinations, and places where the child or parent can be reached.

Holidays: When holidays or special occasions like Father's Day, Mother's Day and birthdays do not fall on a parent's access day, parents should consider dividing them consistent with the blocks noted above.

Twenty-four to Thirty-six Months

Plan B: One period of three to six hours and two non-consecutive overnights each week:

Comment: Ideally a child of this age should not be separated on a regular schedule from either parent for longer than four days.

Parent A. ☐ Parent B. ☐

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Sample parenting plan language: Parent A shall have time with the child each week on Wednesday 4:30 p.m. to 7:30 p.m. and Monday 8:00 a.m. to Tuesday 8:00 a.m. and Friday 8:00 a.m. to Saturday 1:00 p.m. The child shall be with Parent B the remainder of the time.

Vacation: Presuming that Plan B overnights have been ongoing, use Plan A(2) vacation plan for this age group.

Holidays: See Plan A(2) Holiday for this age group.

Twenty-four to Thirty-six Months

Plan C: One period of three to six hours and two consecutive overnights each week:

Parent A. ☐ Parent B. ☐

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| overnight | | | | | | | |

Sample parenting plan language: Parent A shall have time with the child each week on Saturday 10:00 a.m. to 1:00 p.m. and Monday 5:30 p.m. to Wednesday 8:00 a.m. The child shall be with Parent B the remainder of the time.

Vacation: Presuming that Plan C overnights have been ongoing, use Plan A(2) vacation plan for this age group.

Holidays: See Plan A(2) Holidays for this age group.

SAMPLE PARENTING ACCESS PLANS

Three to Five Years

Three to five year-olds are attached to their regular caregivers and separation may cause them to be uncomfortable and anxious. They may also be fearful about unfamiliar activities and objects and may experience night fears like "monsters" under the bed.

Three to five year-olds may show increased discomfort when moving between parents' homes. They may become very upset at these times. This behavior does not necessarily mean that the other parent is not a good parent or that the child does not want to be with the other parent. Parents can make exchanges easier for children by following predictable schedules.

Three to five year-olds may benefit from structured time with children their own age, away from parents. This time helps them to develop social skills and to learn that they can be safe and happy away from both parents.

Children are more likely to resist going to the other parent if the parents are tense, hostile or argue with each other at the exchange. If tension is present, the child might become difficult to manage or might display a variety of behaviors consistent with emotional problems. If parents cannot be pleasant, or at least neutral, they should limit communications at these exchanges. Parents **must not** use the child as a messenger to communicate with the other parent. Children may also feel more secure if they can take favorite stuffed toys, family photos or other objects that will remind them of the other parent.

After age three, children become more aware of holiday celebrations. To avoid disputes, parents should schedule for as many holidays as are meaningful to the family, whether religious, cultural, or national in their access plan. Parents should also include family birthdays and annual parent day celebrations.

The options discussed for 24 months to 36 months are also appropriate for this age group.

Plan A(1): Two consecutive overnights every other week and an additional overnight or afternoon/evening period each week.

Plan A(2): Three consecutive overnights week one. Another overnight or afternoon/evening period of three to four hours may be added in week two.

Sample Monthly Schedule

| Plan A(1) | | | | | | |
|-----------|---|-----------|----|-----------|---|-----------|
| M | T | W | Th | F | S | S |
| | | 5:30 p.m. | | 5:30 p.m. | | 6:00 p.m. |
| | | 5:30 p.m. | | | | |
| | | 5:30 p.m. | | 5:30 p.m. | | 6:00 p.m. |
| | | 5:30 p.m. | | | | |

Parent A shall have time with the child week one from Friday at 5:30 p.m. to Sunday at 6:00 p.m. In addition, Parent A shall have time with the child each week from Wednesday at 5:30 p.m. to Thursday at 8:00 a.m. The child shall be with Parent B the remainder of the time. Repeat schedule weeks three and four.

| Plan A(2) | | | | | | |
|-----------|---|-----------|-----------|---|---|-----------|
| M | T | W | Th | F | S | S |
| | | | 5:30 p.m. | | | 6:00 p.m. |
| | | 5:30 p.m. | | | | |
| | | | 5:30 p.m. | | | 6:00 p.m. |
| | | 5:30 p.m. | | | | |

Parent A shall have time with the child week one from Thursday at 5:30 p.m. to Sunday at 6:00 p.m. In addition, Parent A shall have time with the child each week from Wednesday at 5:30 p.m. to Thursday at 8:00 a.m. week two. The child shall be with Parent B the remainder of the time. Repeat schedule weeks three and four.

Three to Five Years

Plan B: Four consecutive overnights week one. Another overnight or afternoon/evening period of three to four hours may be added in week two.

Plan C(1): Parents split each week and the weekend.

Comment: This plan provides consistent routine and accommodates a young child's ability to be apart from either parent for only three days. It also allows the child to have a "stay home" day (Saturday or Sunday) with each parent each week, which is helpful to many young children. Parents may dislike not having full weekend access, but the schedule can be modified to allow full weekends during the summer or on holidays. If desired, parents may alternate exchanges so one week one parent has three overnights and the other has four overnights and the next week the number of overnights is reversed.

Sample Monthly Schedule

| Plan B | | | | | | |
|--------|---|---|-----------|---|---|-----------|
| M | T | W | Th | F | S | S |
| | | | 5:30 p.m. | | | 8:00 a.m. |
| | | | 5:30 p.m. | | | |
| | | | 5:30 p.m. | | | 8:00 a.m. |
| | | | 5:30 p.m. | | | |

Parent A shall have time with the child week one from Monday at 8:00 a.m. In addition; Parent A shall have the child from Thursday at 5:30 p.m. to Friday at 8:00 a.m. week two. The child shall be with Parent B the remainder of the time. Repeat schedule weeks three and four.

| Plan C(1) | | | | | | |
|-----------|---|------------|----|---|---|-----------|
| M | T | W | Th | F | S | S |
| | | 12:00 p.m. | | | | 8:00 a.m. |
| | | 12:00 p.m. | | | | 8:00 a.m. |
| | | 12:00 p.m. | | | | 8:00 a.m. |
| | | 12:00 p.m. | | | | 8:00 a.m. |

Parent A shall have time with the child each week from Sunday 8:00 a.m. to Wednesday 12:00 p.m. Parent B shall have time from Wednesday at 12:00 .m. to Sunday at 8:00 a.m.

Three to Five Years

Plan C(2): Each parent has the same two consecutive midweek overnights each week and alternates the weekends.

Comment: This plan provides each parent with alternating full weekends with and without the children. The child is away from each parent during alternate weeks for five days, which may be difficult for some children at this age. This plan is helpful when the parents' level of conflict makes exchanges difficult, because all exchanges can take place at day care.

Sample Monthly Schedule

| Plan C(2) | | | | | | |
|-----------|-----------|---|----|-----------|---|-----------|
| M | T | W | Th | F | S | S |
| 5:30 p.m. | 8:00 a.m. | | | 5:30 p.m. | | 8:00 a.m. |
| 5:30 p.m. | 8:00 a.m. | | | | | |
| 5:30 p.m. | 8:00 a.m. | | | 5:30 p.m. | | 8:00 a.m. |
| 5:30 p.m. | 8:00 a.m. | | | | | |

Parent A shall have time with the child every Monday after daycare or 5:30 p.m. If not in daycare to Wednesday 8:00 a.m. Parent B shall have time with the child every Wednesday after daycare or 5:30 p.m. If not in daycare to Friday at 8:00 a.m. The parties shall alternate weekends (Friday to Monday at 8:00 a.m.)

Vacation: Each parent shall have the opportunity to spend up to 10 days in town or out of town each year or two one week periods taken separated by at least three weeks. Telephone contact is recommended during out of town periods. Each parent shall give the other parent thirty days written notice of vacation plans and an itinerary of travel dates, destination, and places where the child or parent can be reached.

Holidays: See the "What to do about the Holidays" section of this booklet.

SAMPLE PARENTING ACCESS PLANS

Six to Nine Years

Six to nine year-old children may worry that one parent does not love them or that they will lose one parent. They may also experience intense longing for the absent parent. It is common for these children to fantasize that their parents will get back together.

Some six to nine year-olds benefit from spending more time at one home, while other move back and forth on a regular basis with ease. Children differ in how long they are comfortable being away from each parent. If the child has spent considerable quality time with the parent who has access, that child may cope better with a long separation from the other parent.

All scheduling should maximize parents' time off from work. If work schedules change, parents may vary access days with appropriate prior notice.

Plan A(1): Two consecutive overnights every other week. An additional three to six hour period or overnight may be added each week.

Plan A(2): Three consecutive overnights every other week and an additional four to six hour period each week.

Sample Monthly Schedule

| Plan A(1) | | | | | | |
|-----------|---|-----------|----|-----------|---|-----------|
| M | T | W | Th | F | S | S |
| | | 5:30 p.m. | | 5:30 p.m. | | 6:00 p.m. |
| | | 5:30 p.m. | | | | |
| | | 5:30 p.m. | | 5:30 p.m. | | 6:00 p.m. |
| | | 5:30 p.m. | | | | |

Parent A shall have time with the child week one from Friday at 5:30 p.m. to Sunday at 6:00 p.m.. In addition, Parent A shall have access each Wednesday from 5:30 p.m. to 8:30 p.m. each week. The child shall be with Parent B. the remainder of time.

| Plan A(2) | | | | | | |
|-----------|---|---|----|---|-------------|---|
| M | T | W | Th | F | S | S |
| 5:30 p.m. | | | | | 2:00 – 8:00 | |
| | | | | | 2:00 – 8:00 | |
| 5:30 p.m. | | | | | 2:00 – 8:00 | |
| | | | | | 2:00 – 8:00 | |

Parent A. shall have time with the child week one from Monday at 5:30 p.m. to Thursday at 8:00 a.m. In addition, Parent A shall have access every Saturday from 2:00p.m. to 8:00 p.m. The child shall be with Parent B the remainder of the time. Repeat schedule weeks three and four

Six to Nine Years

Plan B: Four consecutive overnights week one with an additional overnight week two.

Plan C(1): Split each week and weekend

Comment: This plan allows each parent to participate more in the child's academic life. It also provides a consistent routine, accommodates a young child's ability to be apart from either parent for only three days and allows the child to have a "stay home" day (Saturday or Sunday) with each parent each week, which is helpful to many young children. Parents may dislike not having full weekend access, but the schedule can be modified to allow full weekends during the summer or on holidays. If desired, parents may alternate exchanges so one week one parent has three overnights and the other had four overnights and the next week the number of overnights is reversed.

Sample Monthly Schedule

| Plan B | | | | | | |
|--------|-----------|-----------|----|---|---|---|
| M | T | W | Th | F | S | S |
| | | 5:30 p.m. | | | | |
| | 5:30 p.m. | | | | | |
| | | 5:30 p.m. | | | | |
| | 5:30 p.m. | | | | | |

Parent A shall have time with the child week one from Wednesday at 5:30 p.m. to Sunday at 8:00 a.m.. In addition, Parent A shall have access each week two on Tuesday from 5:30 p.m. to Wednesday 8:00 a.m. the Child shall be with Parent B the remainder of time.

Plan C(1)

| M | T | W | Th | F | S | S |
|---|---|------------|----|---|---|-----------|
| | | 12:00 p.m. | | | | 8:00 a.m. |
| | | 12:00 p.m. | | | | 8:00 a.m. |
| | | 12:00 p.m. | | | | 8:00 a.m. |
| | | 12:00 p.m. | | | | 8:00 a.m. |

Parent A. shall have time with the child each week from Sunday 8:00 a.m. to Wednesday 12:00 p.m. Parent B shall have time from Wednesday at 12:00 p.m. to Sunday at 8:00 a.m.

Six to Nine Years

Plan C(2): Each parent has the same two consecutive midweek overnights each week and alternates the weekends.

Comment: This plan provides each parent with alternating full weekends with and without the children. The child is away from each parent during alternate weeks for five days, which may be difficult for some children. This plan is helpful when the parents' level of conflict makes exchanges difficult, because all exchanges can take place at school or daycare.

Plan C(3): The parents share time with the child during alternating seven day periods. A midweek overnight is optional for the parent who does not have access that week. The exchange time can be Friday after school or work, Sunday afternoon or evening, or Monday after school. **Comment:** This plan requires effective parental communication and cooperation to arrange weekly activities for the children. For example, if one parent wants to enroll the children in karate lessons on Tuesday evenings, the other parent must be willing to follow up with this activity when the children are with that parent. All exchanges for this plan can take place at school or day care if desired. While some children thrive with this access plan, others may find this arrangement disruptive.

Sample Monthly Schedule

| Plan C(2) | | | | | | |
|-----------|---|---|----|-----------|---|---|
| M | T | W | Th | F | S | S |
| 3:30 p.m. | | | | 5:30 p.m. | | |
| 3:30 p.m. | | | | | | |
| 3:30 p.m. | | | | 5:30 p.m. | | |
| 3:30 p.m. | | | | | | |

Parent A shall have time with the child every Monday after school to Wednesday at 8:00 a.m. Parent B shall have time with the child every Wednesday after school to Friday at 8:00 a.m. The parties shall alternate weekends (Friday after school to Monday morning).

| Plan C(3) | | | | | | |
|-----------|---|---|----|---|---|---|
| M | T | W | Th | F | S | S |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Parent A. shall share time with the child for a seven-day period (alternating weeks). Week one: Parent A shall drop the child off at school Friday at 8:00 a.m. and Parent B shall pick the child up after school. Week two: Parent B shall drop the child off a school Friday at 8:00 a.m. and Parent A shall pick the child up after school. Repeat schedule weeks three and four. (Optional: The parent who does not have time with the child during the week shall be entitled to an overnight, normally to occur Wednesday from 5:30 p.m. to Thursday at 8:00 a.m.).

Vacation: Each parent shall have the opportunity to spend two, two week periods of in town or out of town vacation each year for children age six to eight. Each parent shall have the opportunity to spend up to four consecutive weeks of vacation after the child is eight. Each parent shall give the other parent thirty days written notice of vacation plans and an itinerary of travel dates, destination, and places where the child or parent can be reached. If the child is in town during a four week vacation period, the non-vacationing parent may have one weekend (Friday at 5:30 p.m. to Sunday at 6:00 p.m.) if desired.

Holidays: See the "what to do about the holiday" section of this booklet.

SAMPLE PARENTING ACCESS PLANS

Ten to Thirteen Years

Ten to thirteen year old children often want to be independent from their parents and are becoming more attached to their friends. They may blame one parent for the divorce, may be angry and embarrassed by the breakup of the family, and may side with one parent.

Children at this age often want to have a say in their living arrangements. Parents should allow them to express their views, while making it clear that it is up to the parents to make the final decisions. As children begin junior high school, parents should give consideration to their school and extracurricular activities. Parents should be flexible remembering that access must still occur on a regular basis.

All plans for six to nine year-olds are suitable for this age group.

Vacation: Each parent shall have the opportunity to spend two, two week periods or up to on four week period for in town or out of town vacation. Each parent shall give the other parent thirty days written notice of vacation plans and an itinerary of travel dates, destination, and places where the child or parent can be reached. Telephone contact is recommended. If the child is in town during a four week vacation period, the non-vacationing parent may have one weekend (Friday at 5:30 p.m. to Sunday at 6:00 p.m.) if desired.

Holidays: See the "what to do about the holidays" section of this booklet.

SAMPLE PARENTING ACCESS PLAN

Fourteen to Eighteen Years

During the later teen years, children want to be independent and believe they are capable of making their own decisions. Often, their focus is on their friends, school, activities, or work more so than on their family. Fourteen to eighteen year-olds may resist a rigid or well defined access schedule. Parents should be flexible and accept the children's increasing ability to care for their own needs. Many older teens prefer a primary house to use as a base where their friends can contact them. Sometimes they prefer it just because it is less confusing. As a result, for some children, having one parent's house as a primary house is important. Parents should consult with older teens regarding their ideas for living arrangements, access schedules, and family activities. Parents, however, must remind their teens that final decisions rest with the parents.

All of the plans listed from age six and older are suitable for this age group.

Plan A: Two consecutive overnights every other week, preferably on the weekend and an optional additional afternoon/evening period each week. One household becomes the "home base".

Plan B: The parents share time with the child during alternating seven-day periods. A midweek overnight period is optional for the parent who does not have access that week. The exchange time can be Friday after school or work, Sunday afternoon or evening, or Monday after school.

Comment: The plan requires effective parental communication and cooperation to arrange weekly activities for the children. For example, if one parent wants to enroll the children in karate lessons on Tuesday evenings, the other parent must be willing to follow up with this activity when the children are with that parent. While some children thrive with this access plan, others may find this arrangement disruptive.

Sample Monthly Schedule

| Plan A | | | | | | |
|--------|---|-----------|----|-----------|---|-----------|
| M | T | W | Th | F | S | S |
| | | 5:30-9:00 | | 5:30 p.m. | | 6:00 p.m. |
| | | 5:30-9:00 | | | | |
| | | 5:30-9:00 | | 5:30 p.m. | | 6:00 p.m. |
| | | 5:30-9:00 | | | | |

Parent A shall have time with the child every other week from Friday at 5:30 p.m. to Sunday at 6:00 p.m.. In addition, Parent A shall have access each Wednesday from 5:30 p.m. to 9:00 p.m. each week. The child shall be with Parent B, the remainder of time.

| Plan B | | | | | | |
|-----------|---|-------|----|---|---|---|
| M | T | W | Th | F | S | S |
| | | 5:30- | | | | |
| 5:30 p.m. | | 5:30- | | | | |
| | | 5:30- | | | | |
| 5:30 p.m. | | 5:30- | | | | |

Parent A shall have time with the child for a seven-day period (alternating weeks). Week one: Parent A shall drop the child off at school Monday at 8:00 a.m. and parent B shall pick the child up at school at 5:30 p.m. Week two: Parent B shall drop the child off at school Monday at 8:00 a.m. and Parent A shall pick the child up at school at 5:30 p.m. Repeat schedule weeks three and four. (Optional: The parent who does not have time with the child during the week shall be entitled to an overnight, normally to occur Wednesday from 5:30 p.m. to Thursday at 8:00 a.m.).

Fourteen to Eighteen Years

Plan C: The parents shall share time with the child during alternating fourteen-day periods. While scheduled to be with on parent, the child may have access to the other parent intermittently, as determined by the child's school and activity schedules, as well as the child's need and desires.

Sample Monthly Schedule

| Plan C | | | | | | |
|--------|---|---|----|-----------|---|---|
| M | T | W | Th | F | S | S |
| | | | | | | |
| | | | | | | |
| | | | | 5:30 p.m. | | |
| | | | | | | |

Parents shall share time with the child on an alternating 14-day basis. Week one: Parent A shall drop the child off at school Friday at 8:00 a.m. and Parent B shall pick the child up after school. Week three: Parent B shall drop the child at school at 8:00 a.m. and Parent A shall pick the child up after school. (Optional: The parent who does not have time with the child during the fourteen day period shall have access as determined by the child's school and activity schedules, as well as the child's needs and desires.)

Vacation: Each parent shall have the opportunity to spend two, two week periods or up to one four week period for in town or out of town vacation. Each parent shall give the other parent thirty days written notice of vacation plans and an itinerary of travel dates, destination, and places where the child or parent can be reached. Telephone contact is recommended. If the child is in town during a four week vacation period, the non-vacationing parent may have one weekend (Friday at 5:30 p.m. to Sunday at 6:00 p.m.) if desired.

Holidays: See the "What to do about the Holidays" section of this booklet.

WHAT TO DO ABOUT THE HOLIDAYS

Parents May:

1. Divide: Split the day or weekend (not necessarily equally) with both parents.

Sample parenting access plan language: Parent A shall have access on [specify holiday] from 9 a.m. to 2 p.m. Parent B shall have access from 2 p.m. to 8 p.m.

2. Alternate: One parent has access on certain holidays in even years and the other parent has access in odd years.

Sample parenting access plan language: Parent A shall have time with the child on [specify the holidays] in all even years from 9 a.m. to 5 p.m. Parent B shall have time with the child from 9 a.m. to 5 p.m. on [specify the holidays] in all odd years.

3. Substitute: One parent always has a specific holiday in exchange for another holiday.

Sample parenting access plan language: Parent A shall have [specify holiday] each year and parent B shall have [specify holiday] each year.

4. Scheduled: Parents follow their regular schedule and celebrate the holiday with the child if they have access on that day or time.

Sample parenting access plan language: Parents shall celebrate [specify holiday] if it falls on the day they regularly have access.

5. Each parent celebrates his or her parent day with the child.

Holidays and days of special meaning have priority over regular access periods.

Parents may vary their choice or method for each holiday because one method may work well for one holiday, but not for another.

PARENT/CHILD ACCESS-LONG DISTANCE

Special considerations may arise when a parent moves a long distance away from his or her child, but close relationship between the child and the parent should be maintained. Access shall be provided throughout the year at regular intervals. Parents must consider the age and maturity of the child, school schedules and work schedules of other family members when deciding how often and how long visits should be. **Parents should refer to the developmental information provided in this booklet when creating long distance plans.**

Parents must also consider their financial ability to provide transportation and the cost/availability of childcare when children are visiting from out of town. If the Court has not allocated travel expenses in the child support order, parents should allocate these costs by agreement prior to finalizing any schedule.

Depending upon the actual distance between the two parents' homes, and the availability of transportation, there shall be a minimum of four access periods each year. Access shall occur in the summer, during the winter holiday season, during Thanksgiving or spring break, and on or near the child's birthday. If the child's birthday falls during one of the other scheduled access periods, a fourth access period shall be scheduled at another time. If logistically possible, twice-monthly visits should occur. If parents live within driving distance, they should each drive one direction or meet half way. Ideally, children under age eight should not fly alone.

As children approach age three, they become aware of holidays. Holidays can be a challenge to parents who live far apart. Parents must be flexible and cooperative so that the child can enjoy holidays with both of them. To avoid disputes, parents should schedule for as many religious, cultural or national holidays as are meaningful to the family. Parents should also include family birthdays and annual parent day celebrations.

What to do about holidays-long distance

When parents live a long distance apart, all the options available for short distance plans are not available. Parents must consider the child's school and work schedules when arranging for holiday visits. Parents may:

1. Alternate: One parent has access on certain holidays in even years and the other parent has access in odd years. Holidays begin at 6:00 p.m. on the last day of school and conclude at 6:00 p.m. the day before school starts.

Sample access plan language: Parent A shall have time with the child on [specify holidays] on all even years from 6:00 p.m. Wednesday to 6:00 p.m. Sunday. Parent B shall have time with the child for [specify holidays] on all odd years.

2. Substitute: One parent always has a specific holiday in exchange for another holiday.

Sample access plan language: Parent A shall have [specify holiday] each year and Parent B shall have [specify holiday] each year.

3. Scheduled: Parents follow their regular schedule and celebrate the holiday with the child if they have access on that weekend. The weekend shall be extended to include the holiday.

Sample access plan language: Parents shall celebrate [specify holiday] if it falls on or close to the weekend they regularly have access.

Parents may vary their choice or method for each holiday because one method may work well for one holiday, but not for another.

**APPENDIX B
SECURITY COSTS FOR
DEFIANCE, FULTON, HENRY & WILLIAMS COUNTY
COMMON PLEAS COURT**

| CIVIL | | DEPOSIT AMOUNT |
|----------------------------|--|-------------------|
| | CIVIL COMPLAINT, CROSS-CLAIM / COUNTERCLAIM, THIRD PARTY COMPLAINT, ADMINISTRATIVE APPEAL | \$350.00 |
| | EXECUTION ON CERTIFICATE OF JUDGMENT / GARNISHMENTS | \$150.00 |
| | AID IN EXECUTION DEPOSIT & DEBTOR'S EXAMINATION | \$250.00 |
| | WRIT OF POSSESSION | \$150.00 |
| | COGNOVIT | \$150.00 |
| | PUBLICATION | \$500.00 |
| | FOREIGN COUNTY SHERIFF SERVICE (FOR <u>WILLIAMS COUNTY</u> SEE OTHER MISC.) | \$ 25.00 |
| | | |
| FORECLOSURE | | |
| | COMPLAINT | \$400.00 |
| | ORDER OF SALE | \$875.00 |
| | CANCELOTION OF SHERIFF'S SALE | \$ 75.00 |
| | | |
| CERTIFICATE OF JUDGMENT | | |
| | FILING FROM ANOTHER COURT | \$37.00 |
| | STATE OF OHIO (INCLUDES RELEASE) | \$42.00 |
| | MAKING & FILING | \$35.00 |
| | MAKING TO TRANSFER | \$ 8.00 |
| | FIING RELEASE, SATISFACTION OR PARTIAL SATISFACTION OF LIEN | \$ 5.00 |
| | FOREIGN JUDGMENT | \$ 75.00 |
| | | |
| DOMESTIC RELATIONS | | |
| | DIVORCE – WITHOUT CHILDREN, CROSS-CLAIM & COUNTERCLAIM | \$325.00 |
| | DIVORCE – WITH CHILDREN + plus an additional \$30.00/child between the age of 5-17 • <u>FULTON CO</u> REQUIRES THIS \$30 FEE BE PAID TO COURSE PROVIDERS AT THE TIME OF CLASS – NOT WITH THE COURT DEPOSIT. | \$400.00+ |
| | DISSOLUTION – WITHOUT CHILDREN | \$275.00 |
| | DISSOLUTION – WITH CHILDREN +plus an additional \$30.00/child between the age of 5-17 • <u>FULTON CO</u> REQUIRES THIS \$30 FEE BE PAID TO COURSE PROVIDERS AT THE TIME OF CLASS – NOT WITH THE COURT DEPOSIT | \$375.00 + |
| | POST-JUDGMENT MOTIONS – WITH CHILDREN | \$280.00 |
| | QDRO OR DPRO | \$100.00 |
| | MOTION WITH CONSENT JUDGMENT ENTRY / NOTICE TO RELOCATE | \$ 50.00 |
| | NOTICE TO RELOCATE | \$ 25.00 |
| | HOME INVESTIGATION – <u>WILLIAMS COUNTY \$600</u> , ALL OTHERS – PER COURT ORDER | |
| | PUBLICATION | \$500.00 |
| | | |
| CRIMINAL | | |
| | SEALING / EXPUNGING | \$175.00 |
| | POST-CONVICTION MOTIONS/ PETITION: EXAMPLE: SEX OFFENDER RE-CLASSIFICATION, FIREARM DISABILITY, LIFETIME SUSPENSION, CERTIFICATE OF QUALIFICATION OF EMPLOYMENT (CQE) | \$125.00 |
| | | |
| COURT OF APPEALS | | |
| | NOTICE OF APPEAL * <u>WILLAIMS COUNTY</u> : ADDITIONAL \$25.00 FOR CP TRIAL CASE - \$175 TOTAL* | \$150.00 |

**APPENDIX B
SECURITY COSTS FOR
DEFIANCE, FULTON, HENRY & WILLIAMS COUNTY
COMMON PLEAS COURT**

| | | |
|-------------------|--|---------------------------|
| | ORIGINAL ACTION | \$100.00 |
| OTHER MISC | CLERKS FEES: | |
| | CERTIFICATION - \$2.00 EACH PLUS COPY CHARGE | |
| | FAX FEES: \$2.00 PLUS \$1.00 PER PAGE PER TRANSMISSION | |
| | COMPLETE RECORD: \$2.00 PER PAGE | |
| | WILLIAMS COUNTY: | DEPOSIT AMOUNT |
| | WILLIAMS COUNTY SHERIFF'S SERVICE DEPOSIT | \$50.00 |
| | FOREIGN COUNTY SHERIFF'S SERVICE DEPOSIT | \$100.00 |
| | RECORDING LICENSES | \$ 5.00 |
| | EACH SUBPOENA ISSUED BY THE CLERK | \$ 25.00 |
| | VICTIMS OF CRIME APPLICATION | \$ 7.50 |
| | PHOTOCOPY REQUESTS - \$0.10/PAGE | |
| | JURY FEE DEPOSIT – The first party making a jury demand in a civil action before this court shall deposit \$350 with the Clerk of Courts no later than 10 days before the scheduled trial date. Failure to deposit \$350 within the time allotted shall constitute a waiver of jury. The \$350 Jury Fee Deposit include the Call Jury Fee of \$25 per ORC 2303.20(E). | \$350.00 |
| | 3.02 INSUFFICIENT DEPOSIT. If it is brought to the attention of the trial judge that any deposit is insufficient, the trial judge may require the said deposit to be increased from time to time. | |
| | 3.03 WITNESS FEES. A party requesting the issuance of subpoenas for a witness shall deposit at the time of filing the request for subpoena the appropriate amount under the Witness Fees Statute (ORC 2335.06) for said witness with the Clerk of Courts. This Rule shall apply to civil and criminal practice. | |
| | 3.04 APPRAISAL FEE. An advance deposit of \$225.00 is required. In the event the appraisal is canceled, this fee shall be promptly returned. | |
| | DEFIANCE COUNTY: | |
| | REGARDING DIVORCE / DISSOLUTION DEPOSITS: | |
| | A. However the Court may determine at the first hearing the party most able to make the deposit; and upon Order of the Court, that party shall deposit an amount determined by the Court; and if the Court so orders, the Clerk shall refund the original deposit to the extent that combined deposit exceeds that required. | |
| | B. Failure by the party to deposit the amount ordered may result in the part being sanctioned including the striking of any pleading or the case proceeding as in default. | |
| | PHOTOCOPY REQUESTS: \$0.25/PAGE FOR FIRST 25 PAGES \$0.10/PAGE FOR NEXT 75 PAGES \$0.06/PAGE FOR PAGES THEREAFTER | |
| | HENRY COUNTY: | |
| | PHOTOCOPY REQUESTS: \$0.25/PAGE FOR FIRST 25 PAGES \$0.10/PAGE FOR NEXT 75 PAGES \$0.06/PAGE FOR PAGES THEREAFTER | |
| | FULTON COUNTY: | |
| | PHOTOCOPY REQUESTS: \$0.05/PAGE | |

*IF A PARTY IS DUE A REFUND OF DEPOSIT IN ANY CASE, BEFORE MAING SAID REFUND, THE CLERK OF COURTS MAY APPLY SAID REFUND TO ANY COURT COSTS THEN OWED BY SAID PARTY.

APPENDIX C
COUNTY COURT OF COMMON PLEAS
COURT APPOINTED COUNSEL COMPLIANCE FORM

Please include my name on the Court Appointed Counsel list for the _____ County Common Pleas Court. I will accept appointments for felony indictments from the Court.

Name _____
Supreme Court ID No. _____
Address _____

Telephone number _____
Fax Number _____
E-mail address _____

In order to be appointed, you must submit a current certificate of malpractice insurance with this form.

CERTIFICATION

I certify that I have reviewed Ohio Administrative Code 120-1-10 and I will accept appointments as provided by this section. I further agree to inform the Court if I am not qualified within OAC 120-1-10 to accept further appointments. <http://codes.ohio.gov/oac/120-1-10v1>

Attorney Name

Date

Signature

Please return the completed form to _____, Court Administrator on or before
_____.

APPENDIX D

IN THE COURT OF COMMON PLEAS OF _____ COUNTY, OHIO

In Re: _____
(petitioner's name)

Case No: _____
(completed by Clerk)

DRC Electronic Petition No. _____
(required before filing)

NOTICE TO COURT OF PETITION FOR CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT (RC 2953.25)

The undersigned hereby petitions this Court for a Certificate of Qualification for Employment (see completed Electronic Petition attached as Exhibit A). Petitioner claims to have suffered a collateral sanction that is related to employment or occupational licensing as a result of one or more convictions or pleas of guilty to an offense. If filing is made directly with the Court, Petitioner also asserts no time has been served on a term in a state correctional institution or in a department-funded program.

Respectfully Submitted,

Signature

Printed name

Street (must reside in Williams County)

City, State Zip

Phone Number

Fax Number (if any)

Email

APPENDIX E

Fulton County Drug Court Program

APPENDIX F

Williams County Drug Court Program

TABLE OF CONTENTS

| | | |
|------------------|---|-----------|
| | Mission Statement | 3 |
| Chapter 1 | Policies & Procedures/ Program Description | 4 |
| | The Advisory Committee and Treatment Team | 4 |
| | Participant Agreement | 5 |
| | Membership | 5 |
| | Memoranda of Understanding | 6 |
| | Goals and Objectives..... | 6 |
| Chapter 2 | Target Population | 6 |
| | Target Eligibility Criteria | 7 |
| | Legal Eligibility Criteria..... | 7 |
| | Clinical Eligibility Criteria..... | 7 |
| | Disqualifying Factors..... | 7 |
| | Capacity..... | 8 |
| Chapter 3 | Program Entry and Case Flow | 8 |
| | Referral..... | 8 |
| | Screening and Assessment | 9 |
| | Legal Eligibility Screening | 10 |
| | Clinical Assessment..... | 10 |
| | Qualification | 11 |
| | Program Admission..... | 11 |
| | Case Flow..... | 12 |
| | Referrals from Violations and Judicial Release..... | 13 |
| | Case File Maintenance | 14 |
| Chapter 4 | Treatment Team | 14 |
| | Duties of Treatment Team Members | 14 |
| | Specific Roles and Responsibilities | 15 |
| Chapter 5 | Participant Monitoring | 18 |
| | Treatment Team Meetings and Status Review Hearings..... | 18 |
| | Treatment | 19 |
| | Phases..... | 21 |
| | Graduated Incentives and Sanctions | 26 |
| | Incentives..... | 26 |
| | Sanctions | 27 |
| Chapter 6 | Program Completion | 28 |
| | Successful Completion | 28 |
| | Unsuccessful Termination..... | 29 |
| | Community Control Violation Hearings | 30 |
| | Neutral Termination | 30 |
| | Inactive Cases | 31 |
| | Administrative Program Suspension..... | 31 |
| Chapter 7 | Substance Monitoring | 32 |
| | Obtaining a Specimen/Testing..... | 32 |
| | Processing Drug Tests..... | 32 |
| | Testing by Outside Treatment Agency..... | 33 |

| | | |
|------------------|--------------------------------------|-----------|
| | Notification | 33 |
| | Documentation..... | 33 |
| | Defining "Positive" Results..... | 33 |
| | Relapses..... | 34 |
| | Medication Usage | 34 |
| Chapter 8 | Professional Education | 35 |
| Chapter 9 | Effectiveness Evaluation..... | 35 |
| | Supreme Court Reporting Data | 35 |
| | On-going Data Collection..... | 35 |

Attachments

| | |
|-------------------------|--|
| Attachment 1 – | Advisory Committee |
| Attachment 2 – | Memorandum of Understanding for Advisory Committee |
| Attachment 3 – | Memorandum of Understanding for Treatment Team |
| Attachment 4 – | Program Referral Sheet [CM 27] |
| Attachment 5 – | Motion for Admission form [CM 28] |
| Attachment 6 – | Consent Waiver |
| Attachment 7 – | Participation Agreement [CM 29] |
| Attachment 8 – | Conditions of Community Control |
| Attachment 9 – | Prescription Drug Use Contract |
| Attachment 9A – | Physician Letter |
| Attachment 10 – | Release of Information – Mental Health |
| Attachment 10A – | Release of Information – Substance Abuse |
| Attachment 11 – | Drug Court Case Plans |
| Attachment 12 – | Treatment Plans |
| Attachment 13 – | Drug Court Calendar |
| Attachment 14 – | Treatment Report |
| Attachment 15 – | Exit Interview |
| Attachment 16 – | Visitor Confidentiality |
| Attachment 17 – | Williams County Probation Drug Testing Procedures |
| Attachment 18 – | Recovery Services of Northwest Ohio Drug Testing Procedures |
| Attachment 19 – | Confirmation of Drug Test |
| Attachment 20 – | Treatment Team |
| Attachment 21 – | Local Rule |
| Attachment 22 – | Participant Handbook |
| Attachment 23 – | Specialized Docket Standards |

MISSION STATEMENT

To divert drug and/or alcohol dependent participants into court-monitored treatment, to achieve accountability, and to rehabilitate male and female defendants who have addictions with substances; thereby decreasing criminal activity and the need for incarceration.

CHAPTER 1 - POLICIES AND PROCEDURES / PROGRAM DESCRIPTION

Advisory Committee (*Standard 1(B)*)

The Williams County Drug Court Program shall create a forum which serves as the policy making authority for the Drug Court. It shall be called the Drug Court Advisory Committee.

The committee shall be made up of key community stakeholders who provide input into the policies, procedures, and operations of the Drug Court. The committee shall meet semiannual and serve a minimum of one year and shall include the Williams County Common Pleas Judge (chairperson), Williams County Prosecutor, chief probation officer, drug court coordinator, defense counsel, sheriff or local law enforcement representative, representative of the Four County ADAMHS Board, Job and Family Services representatives, and a representative from Recovery Services of Northwest Ohio, Shalom Counseling and Mediation, and the Bryan Community Health Center.

Committee members shall provide assistance in both implementing the Drug Court Program and to assist with sustainability of the Drug Court after its implementation. The Drug Court judge shall chair and attend the meetings.

A part of the Advisory Committee's function will be to collect statistical data and build program capacity, evaluate program effectiveness, and engage in long-term anticipatory planning. Furthermore, the committee shall participate in community outreach and education efforts. The Advisory Committee shall seek ways to financially sustain the Drug Court Program. They shall assess the overall function of the team, review policies and procedures and the overall functioning of the Drug Court Program every two years.

Treatment Team (*Standard 1(B)*)

The Treatment Team shall consist of the judge (chairperson), chief probation officer/probation officers, representatives from Recovery Services of Northwest Ohio, Bryan Community Health Center, Shalom Counseling, Williams County Department of Job and Family Services, Child Support Enforcement Agency, A Renewed Mind and the Drug Court Coordinator. The Treatment Team is responsible for implementing the daily operations of the Drug Court Program. The judge attends and chairs the Treatment Team meetings.

Participation Agreement (Standard 1(A))

Drug Court committee members shall meet and discuss the creation of the Drug Court Program by discussing policies, procedures, goals, objectives, identifying target populations, entry into the program and the case flow. The Drug Court committee will also have ongoing discussion regarding each agency's role and responsibilities. They shall participate in the creation of the participant agreement that includes the rights and responsibilities of the participant in the Drug Court Program.

The prosecutor's distinct role on the committee is to pursue justice while protecting public safety and victim's rights. The defense counsel's distinct role on the committee is to preserve the constitutional rights of the specialized docket participants. It is the participant's right to request the attendance of defense counsel during the portion of a specialized docket treatment team meeting concerning the participant. *(Standard 2(C))*

Drug Court Treatment Team members shall develop, review, and agree on the legal and clinical eligibility, completion, termination and neutral discharge criteria.

Drug Court committee and team members shall sign a Memorandum of Understanding **(See attachments 2 and 3)** that details the responsibilities of each party participating.

In addition to the above, the Drug Court judge, Chief Probation Officer, and Drug Court Coordinator will visit local community groups and local agencies to discuss the Drug Court Program.

Develop and review a community outreach and education plan

The Williams County Local Community Corrections Planning Board was established in 1997 and has attempted to meet regularly since its inception. Members include common pleas judge, municipal judge, chief county probation officer, municipal probation officer (chairperson), prosecutor, sheriff, commissioner, defense attorney, and representatives from local law enforcement, jail, ADAMhs Board, MRDD, SEARCH Center, and local schools. Attendance and participation regarding updates and agenda items are of great value to the stakeholders involved in our community's criminal justice system.

Membership (Standard 1(A))

Memberships with a minimum term of one year may include, but are not limited to, the following: Recovery Services of Northwest Ohio and/or Bryan Community Health Center,

A Renewed Mind, Shalom, Prosecutor, Defense Attorneys, Probation Officers, Sheriff's Department, Job and Family Services, and the Child Support Enforcement Agency, as well as the Drug Court judge. **(See attachment 1)**

Memorandum of Understanding

Memorandum of understanding are developed to enhance collaboration, create a mutual understanding of the Drug Court Program procedures and responsibilities of each party, and establish a process for problem solving both clinically and administratively regarding clients participating in the Drug Court Program.

Goals and Objectives *(Standard 1(C))*

The primary goals of the Drug Court Program are:

1. Reduce drug and alcohol dependency recidivism in the court.
2. To increase the number of participants in the Drug Court Program who complete treatment.
3. To improve the lives of the participants, thereby improving the lives of the people in the community in which they live.

The objectives of the Drug Court Program are to:

1. Demonstrate a marked decline in recidivism among drug dependent individuals within a four year period.
2. Attain a timeframe of a minimum of 14 months for successful completion of the program.
3. Increase the number of participants who obtain stable employment, housing, or enroll in educational programs.

CHAPTER 2 – TARGET POPULATION

The Williams County Drug Court is available to defendants who have been charged with a felony criminal offense, where the Court has reason to believe that drug or alcohol usage by the defendant was a factor leading to the defendant's criminal behavior. The Drug Court judge has the discretion to decide who participates in the Drug Court Program based on written eligibility criteria *(Standard 3(B))*. The legal, clinical, and other criteria do not create the right to enter the Drug Court Program *(Standard. 3(C))*.

Target Eligibility Criteria (Standard 3(A))

- A) The applicant can have no physical or mental health issues, which impede participation in the program. This is reviewed on an individual basis.
- B) The applicant must be a resident of Williams County, or on supervision (which can include diversion and intervention in lieu of conviction) in Williams County.
- C) The applicant must be receptive to receiving treatment.
- D) The applicant must have a case on the Williams County Common Pleas Court criminal docket.
- E) The Williams County Common Pleas Court Judge has the discretion to approve or deny anyone into the program

Legal Eligibility Criteria (Standard 3(A))

- A) The applicant is charged with a Williams County felony of the third, fourth, or fifth degree. The charge is not a drug trafficking offense higher than a felony of the fifth degree; a sex offense; a felony OVI; or an offense that has a mandatory prison sentence;
- B) The applicant is serving a Community Control Sanction for which there is a Notice of Violation Hearing pending; or, upon recommendation of Probation Officer, has agreed to participate; or
- C) The applicant is sentenced to Drug Court as part of Community Control Sentence, including one imposed through the granting of judicial release.

Clinical Eligibility Criteria (Standard 3(A))

- A) The applicant has been diagnosed with a substance use disorder-moderate/severe and completed a drug/alcohol assessment by a certified license provider.
- B) The applicant is able to understand and comply with program requirements.

Disqualifying Factors

- A) The applicant suffers from a significant mental illness.
- B) The applicant is charged with Drug Trafficking that is a higher level than a fifth degree felony.
- C) The applicant is charged with a Sex Offense.
- D) The applicant is charged with a felony OVI.

- E) The applicant is highly resistant to changing behavior after numerous interventions.
- F) The applicant has a domestic violence conviction within five years immediately prior to referral.
- G) The applicant is currently on Post Release Control or other types of supervision other than community control, diversion, or intervention in lieu.

Cases will be reviewed on an individual basis to determine the extent and circumstances of the disqualifying factors versus the need to participate. The cases that are declined for acceptance to the Drug Court Program are retained by the Williams County Adult Probation Department. The information will also be provided to the referral source.

The participant, once referred, will meet with the Drug Court Coordinator to complete the screening as soon as possible; but no later than two weeks after referral. The participant will be assessed by a certified substance abuse agency within two weeks; or as soon as possible. The participant will start the program in 4-6 weeks from the date of the assessment.

Some additional criteria to consider for eligibility are:

- If the domestic violence case occurred more than 5 years ago and the applicant completed community control.
- The applicant has a low risk of committing a similar offense.

It is to be expected that some participants referred to the program will have some mental illness diagnosis that will not disqualify them from participation. The participant may have a forensic assessment prior to placement in the program to determine if the individual is legally competent to participate in the Drug Court Program.

Total capacity of the program shall be limited to 40.

CHAPTER 3 – PROGRAM ENTRY AND CASE FLOW

Referral

The procedures for identification of potential participants begin after the participant has either been charged with a qualifying offense, has a pending Notice of Violation, is preparing for judicial release, or upon referral from a probation officer. The referral source will complete the referral form CM 27 (**See attachment 4**). The participant will complete the Request for Admission form CM 28 (**See attachment 5**) at either their diversion

enrollment, change of plea, or revocation hearing. The forms will be given to the Drug Court Coordinator for screening. Referrals may come from probation officers, judges, prosecutors, or defense attorneys. The participant will be required to sign all necessary releases for screening purposes.

The applicant may not be denied admission based on race, color, religion, gender, sexual orientation, national origin, ancestry, age, citizenship, marital status, veteran status, or disability.

The Drug Court judge has the discretion to decide who participates in the Drug Court Program. The legal and clinical criteria do not create a right to enter into the Drug Court Program (Standard 3(C)).

Screening and Assessment

All screenings and assessments for treatment determinations shall be provided by programs or persons who are appropriately licensed and trained to deliver such services according to the standards of the profession. (*Standard 4(D)*)

Once the above paperwork is given to the Drug Court Coordinator, he/she shall promptly assess the individual and refer them to the appropriate services. (*Standard 4*) The Drug Court Coordinator will either meet with the participant after court or schedule an appointment to meet with him/her within two weeks from the referral date. In the event the participant is incarcerated, the Drug Court Coordinator will meet with him/her in the jail or via video through the Williams County Adult Probation Department. During the meeting, the Drug Court Coordinator will evaluate the applicant's criteria for placement and collect information on the his/her history such as criminal, residency, education, employment, family, medical, mental health, and substance abuse. All chemical dependency, mental health, and other programming assessments include available collateral information to ensure the accuracy of the assessment (*standard 4(A)*). A drug test may be administered. A referral for an assessment with a licensed clinical counselor shall be made and appropriate releases shall be signed to provide for communication regarding confidential information, participation/progress in treatment, and compliance with the provisions of relevant law, including the "Health Insurance Portability and Accountability Act of 1996," 42 U.S.C. 300gg-42, as amended, and R.C. 2151.421 and 2152.99, with the participant in addition to a consent waiver to share information with the Treatment Team (**See attachment 6**) (*Standard 4(B)*). It should be noted that the participant may or may not have the Ohio Risk Assessment Scores (ORAS) and a pre-sentence investigation completed at this time. A Probation Officer will complete an ORAS-

CSST pre-screen and provide that information to the pre-sentence investigator (*Standard 4(A)*).

The applicant will be provided a Participant Handbook (**see attachment 22**) and it will be explained. The applicant will be educated on the screening requirements, legal and clinical requirements, as well as program termination and the use of incentives and sanctions.

Legal Eligibility Screening

It shall be the Probation Officer's job to obtain as much background information from the applicant through the use of OHLEG, ODRC Portal, etc. The applicant will complete a presentence investigation and the ORAS with the Presentence Investigator of the Adult Probation Department. The applicant's current offense cannot be a drug trafficking case (except F-5 trafficking cases) or a sex offense. The applicant must be a current Williams County resident with a pending Williams County case; or if a non-resident of Williams County, must be an applicant for diversion or Intervention in Lieu. The current case shall be one where a mandatory penalty of incarceration is not required. The applicant's prior convictions (past five years) for any of the above exclusions with the exception of sex offenses will be carefully considered. In the event that the participant's legal competency is an issue, the participant shall be referred for a forensic assessment to determine if he/she is competent to participate.

Clinical Assessment (*Standard 4(A)*)

In the event the applicant meets the target and legal criteria, the applicant will obtain a substance abuse assessment. The applicant will sign the necessary releases of information to obtain collateral information as well as sign releases to appropriate treatment agencies. The applicant will be referred to a local treatment agency for an assessment. All screenings and assessments for treatment determinations shall be provided by programs or persons who are appropriately licensed and trained to deliver such services according to the standards of the profession that is a licensed certified treatment provider through the Ohio Department of Drug and Alcohol Addiction (*Standard 4(D)*). The Drug Court Coordinator shall share all collateral information with Recovery Services of Northwest Ohio, Bryan Community Health Center and/or A Renewed Mind. All chemical dependency, mental health, and other programming assessments will include available collateral information in order to ensure the accuracy of the assessment. The applicant shall receive the assessment within 14 business days of the referral. The applicant will also be encouraged to contact the Drug Court Coordinator if there are problems with obtaining the assessment. The assessment and treatment plan shall be

provided to the Drug Court Coordinator in addition to the Drug Court judge. The assessment is not for public dissemination and will be an ongoing process throughout the participant's placement in the Drug Court Program. The assessment will be shared with the Drug Court Treatment Team, prosecutor, and defense counsel. The applicant must be diagnosed with a substance use disorder- moderate/severe. The applicant shall be competent to understand the Drug Court Program agreement.

The Treatment Team should consider, but is not obligated to follow, clinical assessments or treatment recommendations.

The first step to the substance abuse assessment process is for the participant to give their contact information to Recovery Services of Northwest Ohio, Bryan Community Health Center and/or A Renewed Mind and to complete the financial intake. Once the intake is completed, the participant will be scheduled for a comprehensive assessment. The process will take place within two weeks from the referral date.

Qualification

In the event that the applicant does not meet the legal, clinical, and other criteria, the Drug Court judge and referral source will be notified through written communication. The applicant's case will then proceed through the regular docket.

In the event the applicant meets all the legal, clinical, and other criteria, the Drug Court judge and referral source will be notified through written communication. Once the participant signs the participant agreement, the case will transfer to the supervision of the Drug Court Program. Participants shall be placed as soon as possible in appropriate treatment services and programs and under reporting supervision to monitor compliance with court requirements. *(Standard 4(C))*

Program Admission

The Drug Court judge will set the participant's sentencing hearing as soon as possible after the change of plea in order to allow time for assessments and the pre-sentence investigation. The time frame from referral to the Drug Court Program to the participant entering the program should not exceed six weeks. Upon filing a Notice of Violation, participant shall have a hearing within ten days. The participant will be placed into the Drug Court Program as a part of community control at the Sentencing Hearing or Revocation Hearing. Additional conditions that may be a part of community control are as follows:

- No new law violations.
- Report all contact with law enforcement.
- Must remain in the State Of Ohio.
- No firearms or weapons.
- Report as directed.
- Random drug screens.
- Submit to searches.
- No change in address/employment without prior permission.
- No controlled substances.
- Obtain permission from Supervising Officer before filling prescriptions.
- No alcohol, no entrance into bars.
- Must abide by a curfew.
- Must obtain GED and be employed.
- The participant must seek counseling where appropriate.
- The participant may be subject to house arrest and perform community service.
- Participant may not associate with any individuals on parole, probation, PRC, community control, or known drug users or sellers, or convicted felons.

The participant shall meet with the Drug Court Coordinator and complete the following forms after the sentencing/disposition hearing or must schedule an appointment within five business days of the sentencing:

- Prescription Drug Use Contract and Letter. **(See attachment 9)**
- Releases of Information. The participant shall sign a written consent complying with CRF42 Part 2 §2.35 and §2.31 of the federal and state laws allowing discussions about the participants treatment with the participants treatment agency. **(See attachment 10)**
- Be provided the Drug Court Case Plans. **(See attachment 11)**
- Be provided a Drug Court Treatment plan. **(See attachment 12)**

The participant will be provided copies of the above information in addition to the Drug Court calendar. **(See attachment 13)**

Case Flow

The applicant may be referred from several resources including the judge, defense attorney, probation officers, and prosecutors.

The defendant may be referred for a screening at any time in the proceedings prior to the finding of guilt. The applicant will complete the Request for Admittance form CM 28.

The participant and the Drug Court Coordinator will go over the participant handbook. In the event that the participant does not have representation, he/she will be directed to contact the Drug Court Coordinator for further information. The referral source will complete the Referral Form CM 27.

The participants will meet with the Drug Court Coordinator as soon as possible to go over the target, legal, and clinical criteria for placement and will sign necessary releases of information. The participant will be given a participant manual to review with the Drug Court Coordinator in addition to the participant's agreement and termination criteria.

The participant will obtain a drug/alcohol assessment from a certified licensed provider within 14 business days of the referral.

The participant shall complete the Pre-sentence Investigation and Ohio Risk Assessment Score (ORAS).

In the event that the participant meets all the criteria, the judge and referral source will be notified. The Treatment Team will make a recommendation for the participant to enter. However, the judge is the final decision maker.

In the event the participant does not meet the criteria, his/her case will return to the court's active docket. In the event the participant qualifies, he/she will proceed to the sentencing hearing.

After the sentencing hearing (or intervention hearing or diversion enrollment) the participant will meet with the Drug Court Coordinator within five business days to sign any additional forms and be given the next immediate Status Review hearing to attend.

Referrals from Violations or Judicial Release

An offender who is currently on community control and has a technical and/or new offense may be referred to the Drug Court for screening.

In the event that the participant is on supervision, the supervising officer will complete the referral form and set the violation hearing, usually within a week. In the event the offender is incarcerated, the Drug Court Coordinator will screen the offender while incarcerated.

Cases accepted from revocation/violation hearings and referred to the Drug Court as part of a condition of community control are ordered to successfully complete.

Judicial Release Referrals

Upon scheduling a hearing on a motion for judicial release under R.C. 2929.20, the court may make a referral to the screening officer to determine eligibility for the Drug

Court Program.

Case File Maintenance

The files of all participants are strictly confidential. Each current participant's file will be kept in a locked filing cabinet. Upon a participant's completion or termination, the file shall be destroyed in accordance with the Williams County Records Disposal guidelines.

CHAPTER 4 – TREATMENT TEAM STANDARDS

The Treatment Team shall consist of the judge who chairs and attends the meeting, a probation officers, a representative from Recovery Services of Northwest Ohio and/or Bryan Community Health Center, A Renewed Mind, Shalom and the Drug Court Coordinator. If the participant is involved with other agencies; a representative from Ohio Department of Job and Family Services and Child Support Enforcement Agency (if applicable) may be included.

Duties of Treatment Team Members

1. The Treatment Team is responsible for assisting participants in successful completion of the Drug Court Program. They shall also assist the Advisory Committee in the planning, implementation, and operations of the program.
2. The Treatment Team members shall serve for a minimum of one year or until the terms of the Memorandum of Understanding change.
3. The Treatment Team agrees to work with local community leaders to ensure the best interest of the community is considered per the sustainability and community outreach plan.

4. The Treatment Team agrees to engage in community outreach activities to build partnerships that will improve outcomes and support the Drug Court Program to ensure its sustainability per the sustainability and community outreach plan.
5. The Drug Court Program shall incorporate a non-adversarial approach which includes contributing to the individualized treatment case plans and developing sanctions to modify a participant's behavior; while recognizing the prosecutor's distinct role in pursuing justice, protecting public safety and victim's rights; and the defense counsel's distinct role in preserving the constitutional rights of the participant. (*Standard 2*)

A list of specific roles and responsibilities of the Treatment Team Members are as follows (see **attachment 20** for roster):

A. Drug Court Judge

The judge is the leader of the team. He is the ultimate decision maker concerning incentives, sanctions, phase advancement as well as admission, termination, or successful completion of the program. The Drug Court judge discusses the progress of the participant at the Status Review Hearings. The judge gains knowledge and insight of specialized courts through attending other specialized dockets and specialized trainings about drug courts issued through the Supreme Court Specialized Docket Section. The Drug Court judge has the discretion to decide on who participates in the Drug Court Program in accordance with the drug court docket criteria. The Drug Court judge also has discretion to decide termination from the drug court in accordance with the drug court criteria (*Standard 3(B)*).

B. Probation Officer

The Probation Officer monitors the compliance with supervision plans; he/she will conduct random alcohol/drug screening and reports all tests to the Drug Court Coordinator; the probation officer monitors sanctions; performs home visits; attends the Treatment Team Meetings and Status Review Hearings; provides progress reports and makes recommendations to the Drug Court Coordinator; advises of any violations; advises the Drug Court Coordinator whether the participant is following treatment plans, court case plans, and court orders; participates in discussions about incentives, sanctions, phase advancement, successful completion, and termination. The probation officer further assists in the collection of statistical data.

C. Recovery Services of Northwest Ohio and/or Bryan Community Health Center

Recovery Services of Northwest Ohio (RSNWO) and/or Bryan Community Health Center is a licensed treatment provider (*Standard 9(C)*). RSNWO and/or Bryan Community Health Center provides counseling/therapy; conducts diagnostic assessments, provides clinical diagnosis, and develops the treatment plan; provides information on progress in treatment and compliance with the treatment plans, including attendance and drug test results; attends Drug Court Team Meetings and Status Review Hearings; during the meetings gives treatment updates and makes recommendations regarding treatment needs; and participates in the discussions regarding incentives, sanctions, phase advancement, successful completion and termination from the Drug Court Program. The Treatment Team should consider, but is not obligated to follow, clinical assessments or treatment recommendations.

D. Prosecutor

The Williams County Prosecutor, or a representative, has a distinct role in pursuing justice and protecting public safety and victims' rights. The prosecutor may or may not play an active role in the Drug Court Program. However, the prosecutor can provide input into the acceptance of a participant in the Drug Court Program. As the docket is primarily post-conviction, the prosecutor will not participate in treatment team meetings. They are, however, a referral source for the programs (*Standard 2(A)*).

E. Defense Counsel

Defense counsel's primary role is to preserve the constitutional rights of the participant (*Standard 2(B)*). The participant's defense counsel may or may not play an active role in the Drug Court Program. The attorney will be explaining what rights are waived by entering the program, possible sanctions the participant may receive, the circumstances that may lead to termination, and the effects of termination. The attorney will assist with the decision making regarding the participants entry into the Drug Court Program. The attorney will also be a referral source for the program. The participant's defense counsel may participate in that portion of the treatment team meeting concerning the participant at the request of the participant (*Standard 2(C)*).

F. Drug Court Coordinator

The Drug Court Coordinator monitors the compliance with supervision plans and the court treatment plan; he/she will collect alcohol/drug screening results and report all tests to the Treatment Team; monitor sanctions; attend the Treatment Team Meetings and Status Review Hearings; provide progress reports and make recommendations to the Treatment Team; advise of any violations; advise the Treatment Team whether the participant is following treatment plans, drug court case plans, and court orders; participate in discussions about immediate, graduated, and individualized incentives and sanctions, phase advancement, successful completion, and termination. The Drug Court Coordinator further assists the participant with case management services regarding additional needs. In addition, the Drug Court Coordinator will facilitate the Drug Court, assist the participant in understanding the rules/requirements, ensure the policies and procedures are being followed, as well as collect the statistical data.

6. The Drug Court Treatment Team shall engage in on-going communication including frequent exchanges of timely and accurate information about the participant's overall performance. The communication shall take place over the phone, through bi-monthly docket meetings, emails, or meetings with the counselor/therapist (*Standard 6(C)*).
7. In the event there is a conflict or disagreement regarding the obligations of the participant in the Drug Court Program, the parties hereby commit to attempting resolution at the lowest administrative level appropriate to the issue. In the event that dialogue does not resolve the conflict, then the parties will put problems and/or concerns in writing to the signatories of the Memorandum. Within two weeks following receipt of the notice, the involved parties will meet in an attempt to satisfactorily resolve the issues. If the parties are unable to achieve satisfactory resolution, the appropriate court will make the final determination as to the resolution of the conflict. The parties acknowledge that in the event of conflict over the services provided to a participant pursuant to a service provider's treatment plan, the service provider shall make the final determination as to the course of appropriate treatment. In the event of a conflict in the application of the separately agreed contractual and statutory provisions with those contained in the Memorandum, the contractual or statutory provisions shall prevail.

8. The Drug Court Treatment Team members shall maintain professional integrity, confidentiality, and accountability. No protected information is disclosed involving treatment unless there is a written release of confidential information endorsed by a participant. Drug Court Treatment Team meetings/discussions are also deemed confidential and only shared when necessary for the benefit of the participant. All members are expected to treat each other with respect, understanding their different roles while at the same time holding each other responsible for their participation and basis for recommendations.
9. The Drug Court Treatment Team members shall assess the team functionality, review all policies and procedures, and assess the overall functionality of the specialized docket. Treatment Team members should engage in community outreach activities to build partnerships that will improve outcomes and support the sustainability of the Drug Court Program. The Drug Court Treatment Team members agree to work with local community leaders to ensure the best interests of the community are considered.
10. The Treatment Team meetings occur bi-monthly on the 1st and 3rd Wednesday of each month 60 minutes prior to the Status Review Hearings.
11. The Drug Court Treatment Team members evaluate each potential candidate for the Drug Court Program and then recommend to the judge whether or not the participant should be accepted. The team also provides the judge with collaborative recommendations for the appropriate use of sanctions to be used to reward or punish behaviors.

CHAPTER 5 – PARTICIPANT MONITORING

Treatment Team Meetings and Status Review Hearings (*Standard 7(A)*)

In order to monitor the participant's performance and progress, the Treatment Team will meet twice a month prior to the Status Review hearing to discuss the participant's performance and progress (*Standard 6(A)*). The status review hearings are before the same judge and the judicial interaction with each participant is an important process of the Drug Court Program (*Standard 7(A)*). During the status review hearings, the judge will provide an explanation of responses to compliance and noncompliance including criteria for termination. It shall be the Drug Court Coordinator's responsibility to collect the reports from the participant's treatment agencies and provide the information the judge. In addition, the Drug Court Coordinator shall inform the judge of the participant's compliance

with community control and the Drug Court agreement through the use of the Drug Court Case Plan.

Status Review Hearings

The status review hearings will be held twice a month on the 1st and 3rd Wednesday of each month beginning at 2:00 p.m. (*Standard 6(B)*).

The hearings will take place in a group setting before the judge to encourage ongoing judicial interaction. All participants are expected to appear for each hearing. The benefits of meeting all participants in a single hearing give the participants opportunities to educate themselves to the benefits of compliance with the Drug Court Program and the consequences of non-compliance.

The participant's attendance at the review hearing will diminish over time as they progress through the phases. During Phases 1, 2 and 3, participants will appear twice per month (*Standard 7(B)(1)*). During Phases 3 and 4, the participant will appear once per month. In the event the participant is employed, they will be seen first at the hearing. (*Standard 7(B)(2)*)

All participants will be required to sign a Waiver and Consent form. This document explains that during the proceedings the participant's participation and progress will be discussed in open court. All visitors must sign a release. (**See attachment 16**)

Treatment

All required treatment and programming shall be provided by programs or persons who are appropriately licensed and trained to deliver such services according to the standard of their profession (*Standard 9(C)*). The participant shall receive prompt access to a continuum of approved treatment and other rehab services, as well as a treatment plan based upon their individual needs, incorporates evidence-based strategies, is gender-responsive, culturally appropriate, and addresses co-occurring disorders (*Standard 5*) (*Standard 9(A)*). They will maintain a current treatment plan and record the participant's progress based upon the service provider's reports. (*Standard 9(B)*) (**See attachment 14**)

The Drug Court Program has a partnership through Memorandum of Understanding with Recovery Services of Northwest Ohio and A Renewed Mind. The process for services for this agency is as follows:

Clients typically begin the treatment process by completing an intake, then following through with an assessment to determine a diagnosis and recommendations. All of their treatment is on an outpatient basis. A combination of group and individual sessions is a common course of treatment. The following is a list of basic treatment services provided to you from Recovery Services of Northwest Ohio and other agencies:

Early Recovery Skills Group: This group is designed for clients who are new to recovery and focus on basic skill building. It provides extra tutoring in how to stop using alcohol and drugs. The purpose of the group is the following: 1) teach cognitive skills on how to reduce cravings, 2) teach the nature of classically-conditioned cravings, 3) teach how to schedule your time, 4) teach the need to discontinue the use of secondary substance and 5) to connect clients with community support services to broaden their recovery network to build a successful recovery. Criteria for admission include: tested positive for a substance in the past 30 days; limited vision of recovery and sober support network; recently discharged from residential care of the jail/prison-limited time and experience in applying newly learned skills in the community.

Relapse Prevention Group: This group is designed with the focus of helping clients STAY in sobriety. The purpose of this group is to provide a setting where information about relapse and long term sobriety can be learned and shared. The following are areas that are focused on: 1) behavioral change and putting energy into developing a sober lifestyle, 2) changing the client's cognitive/affective orientation and working with them on developing healthy relationships and communication, 3) connecting clients to sober support networks and utilizing resources that will assist them in staying sober long term. Criteria for admission include: period of abstinence (6-10 weeks), has a vision of recovery and has been able to implement some skills in an outpatient setting – worked on application of skills in daily life, has initiated a sober support network, struggled with a "lapse" or "slip."

Aftercare: This group is a voluntary group designed for clients who have been able to maintain a level of sober and clean time, however feel as though the group process and support is beneficial to them in achieving long term recovery. These individuals recognize that recovery is a process and continued support is beneficial. Criteria for admission include: negative drug screens in the past three months or more, implementing and engaging in a recovery lifestyle, may continue to experience ongoing concerns with family/friends/occupation/any sobriety threatening concerns.

Outpatient Services: These services include ongoing individual and group counseling sessions for as long as the treatment team and court deems necessary. Since they are an integrated behavioral health provider, a wide range of ongoing outpatient services can

be provided for Drug Court participants, including AoD counseling, mental health assessment and counseling, dual diagnosis (MH/AoD) services, psychiatric services, case management, and crisis intervention.

Correctional Counseling: including Character Development, How to Escape Your Prison, and Relapse Prevention: This program is designed to provide the necessary tools to start a new life. It addresses beliefs, attitudes and behaviors, reinforces positive behavior and habits. It focuses on positive identity formation and enhancement of self-concept while decreasing hedonism. It helps in development of frustration tolerance, and development of higher stages of moral reasoning - all positive attributes that lead to better living.

In addition to the above services, you may be referred for other services to assist you in your recovery such as: vocational or educational training, employment services, parenting classes, physical, mental and/or health services.

Medication Assisted Treatment (MAT)

The Williams County Common Pleas Drug Court supports the use of medication assisted treatment for opioid addictions. MAT consists of the use of counseling, behavioral therapies and medications. Currently three medications have been FDA approved for the treatment of opioid addictions; they are methadone, buprenorphine/naloxone (Suboxone) and naltrexone (Vivitrol). The two agencies utilized by the Drug Court are Recovery Services of Northwest Ohio (RSNWO) and Bryan Community Health Center (BCHC). However RSNWO and BCHC do not disperse methadone. It is the policy of our Drug Court to defer to the certified health professional within each agency to determine whether a participant qualifies for their MAT program. The provider establishes best treatment and dosage and along with the participant, length of time involved with the program. The court does not mandate MAT; the participant voluntarily completes the assessment and discusses options with the provider. A participant of our Drug Court will not be terminated if he/she chooses to end involvement in a MAT program. A MAT provider will require drug screens and the courts will have access to the results. Positive screens will be sanctioned via the rules of our Drug Court.

Phases (Standard 6 (C)(D))

There are 5 Phases which expand over a minimum of 14 months. The phases are a way to monitor the participant's progress, motivation, and performance. The participant's progress through the phases is based on their compliance with the Drug Court Program, Supervision, and Treatment plans. Ongoing communication among the treatment team

members, including frequent exchanges of timely and accurate information about the participant's overall performance, is critical. Each participant will progress differently. The advancement to a phase is not based on any preset timelines. Progression through the drug court program is based upon the participant's performance in the treatment plan and the participant's compliance with the requirements of the drug court program. Each participant will have a Drug Court Case Plan (**See attachment 11**) that the Drug Court Coordinator and the participant will sign. (*Std. 6(D)*)

In order to move on to the next phase the participant will have to complete the following:
In order to graduate the following must be completed:

Phase 1: Acute Stabilization

You may be placed in a Residential Treatment facility, a Community Based Correctional Facility (CBCF), half-way house during Phase 1 of the Drug Court Program. Residential treatment provides comprehensive alcohol/drug use monitoring and treatment. This phase focuses on detox, sobriety and stability. The estimated length of residential placement is based on your progress and focus on treatment as well as recommendations from your counselor. Many residential programs, such as a CBCF, are up to six months long and have requirements to attend their aftercare program. Some programs may have a minimum stay of thirty (30) days. You will be required to attend all status review hearings (two per month), attend all treatment sessions, attend all appointments with your Probation Officer, comply with all conditions of supervision, attend sober support meetings, provide urine screens, and follow through on all other referrals made. After successful completion, you will advance to the next phase and continue to participate in the program until completion of all Drug Court Program requirements.

You may begin the Drug Court Program by engaging in outpatient counseling. Outpatient counseling involves an individualized treatment program designed to address substance abuse treatment needs, psychological, social, medical, employment, and family issues. Outpatient counseling typically involves individual counseling and/or group counseling, along with community support groups. The specific requirements of counseling vary from individual to individual and will be determined by your counselor. You will be required to attend all status review hearings, attend all treatment sessions, attend all appointments with your Probation Officer, comply with all conditions of supervision, attend sober support meetings, provide urine screens and follow through on all other referrals made. The actual length of outpatient counseling is determined by your progress through the treatment process as well as recommendations from the counselor, court and the probation officer.

Phase 1 will last a minimum of 60 days. This is an approximate figure again based on your motivation and progress in treatment. You will need to complete the following requirements in order to move to Phase 2:

- Participate in Phase 1 for a minimum of 60 days
- Comply with AOD/MH treatment/(MAT if applicable)
- Attend court bi-weekly (1st and 3rd Wed. of the month)
- Develop Drug Court Case Plan
- Sign release for support person
- Obtain medical assessment (medical/dental/optical)
- Comply with rules of Community Control
- Attend a minimum of (1) support meeting weekly- verified
- Achieve consecutive abstinence of 14 days
- Address housing issues
- Comply with random drug testing
- Change people, places and things
- Make application for Phase 2
- Obtain recommendation to Phase 2 by the Treatment Team

Phase 2: Clinical Stabilization

After you have remained clean/sober and stable for some time, it is time to address other needs. Some of the recommendations may be to address medical issues, housing, peer support and budget. You will be required to attend all status review hearings (two per month), attend all treatment sessions, attend all appointments with your Probation Officer, comply with all conditions of supervision, attend sober support meetings, provide random urine screens, and follow through on all other referrals. After successful completion, you will advance to the next phase.

Phase 2 will last a minimum of 90 days. This is an approximate figure again based on your motivation and progress in treatment. You will need to complete the following requirements in order to move to Phase 3:

- Participate in Phase 2 for a minimum of 90 days.
- Comply with AOD/MH treatment
- Attend court bi-weekly (1st and 3rd Wed. of the month)
- Develop Drug Court Case Plan

- Attend a minimum of (2) supports meetings/pro-social supports weekly (pro-social supports must have prior approval).- verified
- Achieve consecutive abstinence for 30 days
- Change people, places and things.
- Maintain housing
- Address medical/financial issues
- Develop relapse prevention plan/ provide list of supports
- Achieve satisfactory home visits with probation officer
- Comply with random drug testing
- Make application to Phase 3
- Obtain recommendation to Phase 3 by Treatment Team

Phase 3: Pro-Social Habilitation

When you reach this phase you have put a lot of hard work into your recovery. You have faithfully complied with all requirements of the court and treatment. At this point you may be finishing AOD treatment, maintained sobriety, developed pro-social activities, obtained a sponsor/mentor, active in sober support meetings, began/maintained consistent employment, displayed positive thinking and attitudes, began correctional counseling, maintained a minimum of 45 days clean/sober time, and most importantly taken responsibility for your behaviors.

Phase 3 will last a minimum of 90 days. This is an approximate figure again based on your motivation and progress in treatment. You will need to complete the following requirements to move to Phase 4:

- Participate in Phase 3 for a minimum of 90 days.
- Attend court bi-weekly (1st and 3rd Wed. of the month)
- Develop Drug Court Case Plan
- Complete all assignments
- Attend a minimum of (3) support meeting/pro-social supports weekly-verified
- Achieve consecutive abstinence of 45 days
- Achieve satisfactory home visits with probation officer.
- Begin correctional counseling
- Begin/maintain employment (verified)
- Comply with random drug testing
- Maintain change in people, places, things

- Make application to Phase 4
- Obtain recommendation to Phase 4 by Treatment Team

Phase 4: Adaptive Habilitation

As you enter Phase 4, you have developed many skills and a solid support network. It is time to go to the next level of your recovery. This phase will be a minimum of 90 days and you will need 60 consecutive clean/sober days while in this phase. Your focus will be on maintaining the changes in people, places and things, working on court obligations, maintaining employment, remaining crime free and improving parenting and/or relationships. You will need to complete the following requirements to move to Phase 5:

- Participate in Phase 4 for a minimum of 90 days
- Attend court monthly (1st and 3rd Wed. of the month)
- Develop Drug Court Case Plan
- Comply with random drug testing
- Achieve consecutive abstinence of 60 days
- Attend a minimum of (4) support meetings/ pro-social supports weekly-verified
- Maintain change in people, places and things
- Maintain employment
- Address court obligations
- Remain crime free (no new criminal charges in past 90 days)
- Address parenting/relationship issues
- Make application to Phase 5
- Obtain recommendation to Phase 5 by Treatment Team

Phase 5: Continuing Care

This is the final phase. Congratulations!!! You have come a long way. This phase focuses on maintaining the structure and support you have developed. You will need to have 90 consecutive clean/sober days in this phase. Graduation from Drug Court will depend on completion of the following:

- Attend court monthly (1st Wed. of the month)
- Participate in Phase 5 for a minimum of 90 days
- Achieve consecutive abstinence of 90 days

- Complete all requirements of recommended/required counseling
- Maintain housing and employment
- Develop Continuing Care Plan
- Demonstrate change in people, places and things
- Remain crime free (no new criminal charges or violations in past 90 days)
- Address court obligations
- Complete 10 hours of volunteer work
- Maintain clean/sober support network- attend a minimum of (5) support meeting/pro-social supports weekly- verified
- Maintain change in people, places and things
- Complete essay outlining your recovery and request to graduate
- Complete exit survey
- Obtain recommendation for graduation by Treatment Team

Graduated Incentives and Sanctions (*Standard 6(E)*)

The participant will have an explanation of responses to compliance and non-compliance, including the criteria for termination. Responses shall be delivered for every targeted behavior. Undesirable behaviors shall be reliably detected and concrete. Responses shall be predictable and controllable. Method of delivery is as important as the response itself. Sanctions and incentives shall be immediate, graduated, and individualized. They govern the responses of the drug court to the participant's compliance or noncompliance.

Ten Guidelines are to be utilized when issuing incentives and sanctions:

- Immediate and certain;
- Graduated;
- Developmentally appropriate;
- Consistent and fair;
- Individualized;
- Goal-oriented;
- Competency-based;
- Culturally responsive;
- Therapeutically appropriate;
- Sufficient intensity;
- Not painful, humiliating, or injurious.

Incentives (*Standard 10*)

From time to time, participants of the Drug Court Program may receive a reward or incentive provided by the court system as a way for the court to support the participant and acknowledge that their hard work and determination is recognized. The incentives are directly related to the achievements as certain milestones are met. Incentives are immediate, graduated, and individualized. Examples of the times when the participant may be eligible to receive one of these rewards are when:

- Court-ordered tasks, including drug/alcohol treatment or mental health treatment are completed;
- Participant remains compliant with court orders for a period of time and demonstrates his/her commitment to sobriety;
- Participant moves to the next phase in the Drug Court Program;
- Participant keeps all scheduled appointments for a period of time, for example two weeks;
- Abstinence/negative drug screens
- Improved behavior;
- Attending Support groups
- Engaging in vocational/educational activities; or
- Securing stable housing.

There are many different rewards/incentives that the court may have available for the participants. The judge determines the type of incentives received based on the participant's performance and compliance with program requirements. Some of these include but are not limited to:

- Words of encouragement and acknowledgement of positive progress;
- Small gifts
- Gift cards;
- Credit toward fees;
- Reduction of curfew;
- Permission to travel with family;
- Formal acknowledgements and tokens of progress;
- Decreasing number of office visits;
- Decreasing number of drug tests;
- Support passes
- Graduation to next phase;
- Graduation from Drug Court;
- Early termination from probation;

Sanctions (Standard 10)

Sanctions will be used at times when the participant is not complying with court orders, treatment, and case management. Sanctions are used to help the participant conform their behavior to program requirements. They are to be immediate, graduated, individualized, and are issued according to the seriousness of a violation. These violations may include but are not limited to:

- When participant does not follow court orders;
- When participant does not follow treatment recommendations;
- When participant does not attend required supports;
- When participant does not attend treatment appointments;
- When participant misses or is late for scheduled appointments;
- When participant fails to provide drug test;
- When participant tests positive for illicit drugs or alcohol;
- When participant fails to appear for a Drug Court session; or
- When participant receives new charges or convictions.

The following are some examples sanctions and is not inclusive:

- Verbal warnings and caution from the judge;
- Increase in alcohol and drug testing;
- Increase court appearances;
- Refusing specific requests; Decreasing special privileges
- Reading/Writing assignments
- Community Service;
- Curfew;
- Increased periods of jail time or home detention;
- Electronic Monitoring;
- Filing of a Community Control Violation; or
- Termination from Drug Court.

Positive urines at intake will be considered a baseline drug test, will be documented, and aid in the assessment of a participant's level of treatment. Positive urines at intake are not sanctioned. The treatment provider will be *immediately* notified as well as the Drug Court Team.

The Treatment Team may advise in determining the incentives and sanctions and the Drug Court judge will enforce and reinforce them. All sanctions and rewards will be documented in the participant's file and reviewed at the Status Review hearings. An adjustment in treatment services, as well as participating in community-based mutual support meetings, is based upon only the clinically informed interests of the participant. All incentives and sanctions shall be individualized.

Incentives and sanctions are given upon achieving certain milestones in recovery and upon advancement to the next phase.

CHAPTER 6 – PROGRAM COMPLETION

Successful Completion

In order for a participant to graduate from the Drug Court Program, the participant must have completed all the phases of the Drug Court Program. The criteria for completion are listed on the Drug Court Case Plan (**Attachment 11**). If a participant is identified as indigent by the courts, he/she may request a payment plan and/or community service to address fees and fines. Inability to pay toward fees and fines will not delay successful completion and graduation from Drug Court. The process for a participant to graduate shall be as follows:

- The Drug Court Coordinator will review the completion of all phases utilizing the Drug Court Case Plan and bring the potential graduate's name up at the Drug Court Treatment Team meetings. See the Drug Court Case Plan.
- The Drug Court Treatment Team will review the participant's behavior and accomplishments throughout the program and review the drug court case plans in addition to the treatment plans. The Drug Court Treatment Team will make a recommendation and the judge will make the final decision.
- The Drug Court Coordinator will announce a graduation date and send out information to local agencies regarding the graduation.

Post-Conviction

The case will be terminated successfully from Community Control/Probation with a motion and entry completed and submitted by the Prosecutors Office and presented to the participant at the graduation meeting in addition to a certificate evidencing successful completion of the Drug Court Program.

Unsuccessful Terminations (Standard 3(A))

The Drug Court Treatment Team will discuss all unsuccessful terminations in the Treatment Team meetings and make a recommendation based upon the following criteria:

- On-going noncompliance with treatment;
- Resistance to treatment;
- New serious criminal conviction;
- A serious Drug Court violation or series of violations; or
- A serious community control violation or a series of community control violations.

The consequences of an unsuccessful termination may be as follows:

- Loss of future eligibility for Drug Court;
- Further legal action including finding of guilt, sentence, or Notice of Violation; or
- Depending on the circumstances, they may be subject to prison, jail, or other penalties.

The Drug Court judge will make the final decision regarding the unsuccessful termination of the participant in accordance with written eligibility criteria (*Standard 3(B)*).

The appropriate paperwork for termination will be filled out by the Probation Officer. It will be the Probation Officer's job to file the probation violation and to serve the participant with the violation notice. Termination from Drug Court will result in the reactivation of criminal proceedings on the court's regular trial docket relating to sentence disposition for Notice of Violation or transfer back to Intensive Supervision.

Community Control Violation Hearings

The hearings will follow the same procedures as Williams County Adult Probation Services hearings.

Post-Conviction and Intervention in Lieu Procedures

A notice of community control violation will be completed by Probation Officer. The probation officer shall contact the Assignment Commissioner to get a court date for the participant. The defendant will be served with the Notice of Community Control Violations (or Intervention in Lieu Violation) Hearing. Copies will be made to be file stamped at the Clerk's Office. The original is filed with the Clerk's Office. The remaining copies will be

distributed to the Prosecutor's Office, the judge, and one will remain in the participant's file.

Neutral Terminations (Termination for reasons other than successful or unsuccessful compliance) (Standard. 3(A))

Neutral terminations of a participant will follow the same process as other terminations. The case will be brought before the Treatment Team for discussion and the Drug Court judge will have the final determination. The information about the participant will be thoroughly reviewed and verified by the Drug Court Coordinator. Some cases in which neutral terminations may apply will be as follows:

- A serious medical condition arises;
- Serious mental health condition arises;
- Death;
- Approved relocation/ transfer of participant, or
- Other factors that will impede the participant's requirements for successful completion.

The Drug Court Coordinator shall file the appropriate paperwork to the Prosecutor's Office and an entry will be completed pertaining to the neutral termination from the Drug Court Program.

All participants will be asked to fill out an exit survey upon discharge. **(See attachment 15)**

Inactive Cases

Inactive cases will still be considered a part of the docket. The same process of discussing cases with the Treatment Team will occur and the Drug Court judge will provide the final approval. Some instances in which an Inactive Status will be applied are as follows:

- When a participant is in a Community Based Correctional Facility (CBCF) and is unable to attend the Status Review Hearings. The Drug Court Coordinator will continue to monitor the participant's compliance through reports.
- When the participant is unable to pay the court obligations in full prior to graduation. The participant will be placed on basic supervision for continued monitoring and will receive a certificate of completion and attend the graduation ceremony once paid in full unless the judge determines otherwise.

- When the participant has a warrant issued for his arrest for absconding supervision. The participant's case will still be monitored by the Drug Court Coordinator. In the event the participant is arrested, the Drug Court Coordinator will discuss the case with the Treatment Team. Depending on the nature of the warrant, the participant may be terminated unsuccessfully from the Drug Court Program. The Drug Court judge will provide the final approval on the disposition of the case.

The participant will remain on the Drug Court Coordinator's Caseload when CBCF placement is recommended or when warrants are issued.

Administrative Program Suspension

Administrative suspension is a status reserved for those Drug Court participants who are temporarily suspended from the program by the Drug Court judge. These participants are suspended from participation, but may be eligible to return once a determination has been reached regarding their continued appropriateness to respond to the Drug Court Program. The following examples may reflect reasons for an administrative suspension:

- Those participants placed in a residential facility as a result of continued use;
- Those participants who are charged with new crimes pending adjudication and/or a final disposition for sentencing;
- Those participants who need further assessments or evaluations to determine if the Drug Court is beneficial to the participant and the program;
- Those participants who are unable/unwilling to comply with program requirements in a timely manner as directed; for example falling behind on scheduled restitution payments or, medical hardship.

CHAPTER 7 – SUBSTANCE USE MONITORING

All alcohol and drug testing will be individualized, observed, frequent and random. (*Standard 8(B)*) Each participant will be tested for his/her primary substance of dependence as well as other substances. All participants will receive a baseline urine test at intake. The results of the test will not result in a sanction. All testing results are recorded and maintained for the duration of the participant's drug court enrollment. The Williams County Drug Court will utilize the Sentry Program through Cordant Forensic Solutions for randomize testing. Participants are required to call in daily Monday through Sunday between the hours of 6:00 a.m. to 2:00 p.m. Participants required to report for a randomized urine test will report on the same day between 9:00 a.m. to 12:00 p.m. or 1:00 p.m. to 4:00 p.m., unless otherwise directed.

Obtaining a Urine Specimen (Standard 8(A))

Also, the participant may at any time be required to submit to alcohol and drug testing by the probation department, Recovery Services of Northwest Ohio, Bryan Community Health Center, A Renewed Mind or at the request of any other member of the treatment team. Testing samples are collected and analyzed in accordance with the written policies and procedures of each agency which are uniform and adhere to the courts requirements. Each of these agencies use a laboratory approved by the Drug Court. You will be sanctioned for any positive test whether from use, passive inhalation or secondhand smoke. You have the right to challenge the results of a screening test. Drug Court will abide by the results of the laboratory tests. The policies and procedures address elements that contribute to the reliability and validity of the process. Policies and procedures of community control are attached as **Attachments 17 and 18**. If a participant fails to submit to testing, submits an adulterated sample, submits the sample of another individual, or dilutes the sample; this will be treated as a positive test and will be immediately sanctioned.

Processing Drug Tests

The Williams County Adult Probation Department utilizes various oral and urine drug screening kits that are sufficient to include the participant's primary substance of dependence, as well as a sufficient range of other common substances, and probation officers shall follow the guidelines and procedures authorized by the drug test kit provider. (Standard 8(E)) For any drug test kits that need further analysis, the probation officer shall follow the guidelines and procedures authorized by the testing laboratory or drug test kit provider and send the sample to the respective laboratory.

Testing by Outside Treatment Agency

Testing on participants will occur through the treatment agency in which they are being treated and are under the discretion of each facility's policies and procedures. The member from that agency will notify the Drug Court Coordinator of the outcome of any test results, as they are conducted.

Notification/Documentation (Standard 8(D))

The results of all drug tests are immediately shared with the Drug Court Coordinator, the participant's treatment provider and the Treatment Team. In addition to the results being shared, if a participant fails to report, fails to provide a sample, adulterates a sample, provides a sample of another individual, dilutes a sample, and/or tampers with a sample, that information will be shared immediately as well.

Documentation

A probation officer will document all positive and negative test results in the case notes. The participant will be required to sign a statement regarding the results of any drug tests. **See attachment 19.**

Defining "Positive" Results (*Standard 8(D)*)

- If a participant is late for a test or misses a test, it will be considered a positive test for drugs/alcohol.
- If a participant refuses to submit a urine sample, it will be reported as a refusal to test and considered positive.
- The participant must provide a urine sample which is negative for all drugs.
- If the participants fail to produce a urine specimen (within two hours) or if the sample provided is not of sufficient quantity, it will be considered as a positive test for drugs/alcohol.
- If the participant produces a diluted urine sample it will be considered as a positive test for drugs/alcohol.
- If the participant substitutes or adulterates their specimen for the purposes of changing the drug testing results, it will be considered as a positive test for drugs/alcohol and will result in sanctioning and may be grounds for revocation from the Drug Court Program.

Relapses

Relapses will be addressed through the treatment provider to verify if the use is a continued use or a relapse. The participant will be reassessed and be placed in the appropriate level of care to address the positive screen and to re-engage or re-stabilize the participant. The treatment provider as well as the Treatment Team will be notified of the positive urine screen. Sanctions for the relapse will be immediate (*Standard 8(D)*) and may include loss of clean/sober days, homework assignments pertaining to relapse/use, increased office visits, electric monitoring, and/or possibly jail (if dishonest regarding use).

The Treatment Team may advise in determining the incentives and sanctions and the Drug Court judge will enforce and reinforce them (*Standard 8(C)*). All sanctions and rewards will be documented in the participant's file and reviewed at the Status Review hearings.

Medication Usage

It will be the participant's responsibility to inform all treating physicians of their recovery from drugs/alcohol before they are given an addictive medication. (**Attachment 9A**) A participant shall be prescribed narcotics (or other medication that will yield a positive screen) only if it is necessary and only under limited circumstances. If a doctor believes that it is necessary to prescribe such medication, the physician must submit a letter to the Drug Court Coordinator stating that he/she is aware of the participant's status as a recovering addict/alcoholic. The physician must also acknowledge that the need for the medication outweighs the risks. (**See attachment 9**) The participant **MUST** have a letter **PRIOR** to taking any medication that will cause a positive screen. (**Attachment 9A**) If the participant tests positive and they do not have a letter from their doctor, they will be sanctioned immediately.

In cases of emergency room care, the participant will provide verification of all emergency room orders and discharge information to the Drug Court Coordinator no more than seven days upon release from the hospital. All prescriptions will have to be cleared by a primary care physician to continue taking the medications without sanctions. A pattern of visits to the emergency room for ailments that require opiate treatment may be brought back before the court at the discretion of the Treatment Team.

Over the Counter Medication Usage

The use of certain types of over the counter medications may be counterproductive to the recovering participant. Participants may not use a medication or product containing alcohol or any OTC medication that may produce positive drug screen results.

CHAPTER 8 – PROFESSIONAL EDUCATION

The interdisciplinary education of the Drug Court Treatment Team promotes effective Drug Court planning, implementation, and operations (*Standard 11*). All new members and current members shall be educated to the specialized docket process.

All new members to the Drug Court Treatment Team will be trained to the policies, procedures, and best practices utilized by the Drug Court team members. They will be required to read the policy and procedure manual of the Drug Court.

The Drug Court Treatment Team shall identify a similar area drug court and build a relationship with that drug court as well as attend any sessions or meetings to increase relationships and understanding. The Drug Court Coordinator and the chief probation officer shall review the relationship on an annual basis.

CHAPTER 9 – EFFECTIVENESS EVALUATION

The Drug Court Program has a plan for evaluating its effectiveness. It includes a statement of goals and objectives set forth in chapter one of the policy and procedure manual (*Standard 12(B)*). The Drug Court Program has a system for collecting data, and a process for analyzing that data in order to determine whether those goals and objectives are met.

The Drug Court Coordinator and chief probation officer will use the case notes, progress notes, and other information in order to create statistical data and compile reports using an excel format. The information collected will be presented to the Advisory Committee during its semiannual meetings. The information obtained will be used to evaluate the effectiveness and functionality of the Drug Court Program, Treatment Team, policies, and procedures.

The Drug Court Program will comply with reporting data as required by the Supreme Court. (*Standard 12(A)*) The program will engage in on-going data collection in order to evaluate whether or not the program is meeting its goals and objectives. (*Standard 12(B)*) Data collected is utilized by the Advisory Committee as part of the functionality review of the Treatment Team.

All Drug Court Participants will be encouraged to complete an anonymous satisfaction survey upon successful completion or termination from the program. The information collected will be used to provide perspective on a participant's experience, effectiveness of programs and services, and suggestions to improve outcomes.

The Drug Court will not document any names/identities of any participants while collecting information.

The Drug Court Program collects the following information:

| |
|---|
| • Number of Participants referred |
| • Number of Participants accepted |
| • Number of Participants denied |
| • Reasons for denial |
| • Number of graduates |
| • Number of unsuccessful terminations |
| • Number of participants neutrally discharged |
| • Number of jail days served for sanctions |
| • New offenses committed by participants while in program |
| • Convictions of new offenses while in program |
| • Rewards for sobriety milestones |
| • Number of drug/alcohol screens negative |
| • Positive drug/alcohol screens results |
| • Graduated sanctions |
| • Treatment attendance |
| • Unsuccessful discharge from treatment |
| • Successful completion of treatment |
| • Age/Gender of participants |
| • Ethnicity of participants |
| • Race of participants |
| • Marital status |
| • Employment status of participants beginning and end |
| • Number of incarceration days |
| • Drugs of choice |
| • Level of educational attainment |
| • Number of relapse |
| • Length of time in each phase |
| • Length of time in program |
| • Number of new convictions by graduates |
| • Number of new convictions by active participants |
| • Number of new convictions by terminations |

WILLIAMS COUNTY DRUG COURT PROGRAM ADVISORY COMMITTEE

Judge J.T. Stelzer, Chairperson
Drug Court Judge
Williams County Common Pleas Court
One Courthouse Square, 3rd Floor
Bryan, Ohio 43506

Katherine Zartman
Williams County Prosecutor
1425 E. High St. Suite 115
Bryan, OH 43506

Ruth Peck
Executive Director
Recovery Services of Northwest Ohio
200 VanGundy Drive
Bryan, OH 43506

Les McCaslin
Executive Director
Four County Alcohol, Drug Addiction, Mental
Health Services Board
T-761 SR 66
Archbold, OH 43502

Phil Ennen
President
Community Hospitals & Wellness Centers
433 W. High Street
Bryan, Ohio 43506

Linda Schlachter McDonald
Drug Court Coordinator
Williams County Common Pleas Court
One Courthouse Square, 3rd Floor
Bryan, Ohio 43506

Allen Rutter
Executive Director
Shalom Counseling & Mediation Services
108 W. High Street
Bryan, OH 43506

Sheriff Steve Towns
Williams County Sheriff
1425 E. High Street
Bryan, OH 43506

John Shaffer
Attorney at Law
117 W. Maple Street
Bryan, OH 43506

Lori Bolton-Sell
Chief Probation Officer
Williams County Adult Probation
One Courthouse Square, 1st Floor
Bryan, OH 43506

Paul Duggan
Attorney at Law
1426 E. High Street
Bryan, Ohio 43506

Charlie Hughes
Program Manager
Northwest Community Corrections Center
1740 E. Gypsy Lane Road
Bowling Green, Ohio 43402

Teresa Eicher
Clinical Director
Recovery Services of Northwest Ohio and/or
Bryan Community Health Center
200 Van Gundy Drive
Bryan, Ohio 43506

Ryan Pickut
Program Director
A Renewed Mind
1895 Oakwood Ave.
Napoleon, OH 43545

WILLIAMS COUNTY DRUG COURT

MEMORANDUM OF UNDERSTANDING ADVISORY COMMITTEE

This memorandum is hereby made between the Williams County Drug Court Program and community stakeholders participating in the advisory capacities established in Chapter 1 of the Drug Court Policies and Procedures Manual. Members may include, but are not limited to Common Pleas Judge (Chairperson), Prosecutor, Defense Counsel, Sheriff, Chief Probation Officer, a representative from the Four County Alcohol, Drug Addiction and Mental Health Services Board, and a representative from Recovery Services of Northwest Ohio.

As a member of the Advisory Committee, I agree to advise with regard to policies, procedures, and operations of the Drug Court. I shall provide assistance in both implementing the Drug Court Program and assisting with the sustainability after its implementation. I will work to build program capacity, evaluate program effectiveness, and engage in long-term anticipatory planning.

I will also attend meetings to discuss goals, objectives, identify target populations, entry into the program, and case flow.

Further, I understand that to be effective, I must agree to serve a minimum of one year on the Advisory Committee, and I so agree.

Date: _____

Signature: _____

(Member)

(Title)

The following individuals serve on the Williams County Drug Court Advisory Committee and agree to the policies and procedures contained in the Program Description and documents effective _____.

Judge J.T. Stelzer

Jolene Joseph, Health Partners

Kirk Yosick, Prosecutor

Phil Ennen, Williams County Hospitals

Ruth Peck, RSNWO

Charlie Hughes, SEARCH

Les McCaslin, ADAMHs Board

Teresa Eicher, RSNWO

Sheriff Steve Towns

John Shaffer, Attorney

Paul Duggan, Attorney

Lori Bolton-Sell, Chief Probation Officer

WILLIAMS COUNTY DRUG COURT

MEMORANDUM OF UNDERSTANDING TREATMENT TEAM

This memorandum is hereby made between the Williams County Drug Court Program and community stakeholders participating in the treatment capacities established in Chapter 1 of the Drug Court Policies and Procedures Manual. Members may include, but are not limited to Common Pleas Judge (Chairperson), Chief Probation Officer, a representative from the Department of Job and Family Services, a representative from the Child Support Enforcement Agency, a representative of Shalom Counseling Services, a representative of Health Partners, and a representative from Recovery Services of Northwest Ohio.

As a member of the Treatment Team, I agree to assist in implementing the daily operations of the Drug Court Program. I will also assist in developing, reviewing, and agreeing on the legal and clinical eligibility, completion, termination, and neutral discharge criteria.

I will also attend meetings prior to participants' Status Review hearings to discuss participants' compliance and progression through the Drug Court Program.

Further, I understand that to be effective, I must agree to serve a minimum of one year as a member on the Treatment Team, and I so agree.

Date: _____ Signature: _____
(Member)

(Title)

The following individuals serve on the Williams County Drug Court Treatment Team and agree to the policies and procedures contained in the Program Description and documents effective _____.

Judge J.T. Stelzer

SEARCH Representative

Allen Rutter, Shalom Counseling

Anna Meyers, JFS

Megan Hall, JFS

Lori Geiser, JFS/CSEA

Megan Bowser, RSNWO

Danyel Parker, Health Partners

Lori Bolton-Sell, Chief Probation Officer

**Drug Court Program
Referral Form**

QUALIFYING FACTORS

1. Clinical Eligibility Criteria

- A) The person has been diagnosed as substance dependent and completed a drug/alcohol assessment by a certified license provider.
- B) The person is able to understand and comply with program requirements.

2. Other Eligibility Criteria

- A) No physical or mental health issues which might hinder participation in the program. (will be reviewed on a case-by-case basis).
- B) The defendant is receptive to receiving treatment.
- C) Must be a defendant in a case on the Williams County Common Pleas Court criminal docket.
- D) Judge has the sole discretion in the admissibility to the Drug Court Program.

3. Legal Criteria

- A) The person is charged with a pending Williams County felony offense less serious than a felony of the second degree which is not a drug trafficking offense higher than a felony of the fifth degree, a sex offense, a felony OMVI, or has a mandatory prison sentence;
- B) The person is serving a Community Control Sanctions sentence for which there is a Notice of Violation of Community Control Sanction Sentence pending; or, upon recommendation of Probation Officer, has agreed to participate; or
- C) The person is sentenced to Drug Court as part of Community Control Sentence, including one imposed through the granting of judicial release.

Referred by: _____ Date: _____

Referral Name & Contact: _____

Background Information

Personal Information (please print)

| | | |
|---|-------------|--|
| Name (Last, First, and Middle Initial): | DOB: | Age: |
| Street Address: | City: | Zip Code: |
| Home Phone: | Work Phone: | Race: |
| Social Security No: | Aliases: | Gender: M <input type="checkbox"/> F <input type="checkbox"/> |

Court Information

| | |
|--|--------|
| Incarcerated: Y <input type="checkbox"/> N <input type="checkbox"/> | Where: |
|--|--------|

Reason for Referral: _____

**IN THE COURT OF COMMON PLEAS, WILLIAMS COUNTY, OHIO
CRIMINAL DIVISION**

STATE OF OHIO,

Case No.

Plaintiff,

vs.

Defendant.

**[CM 28]
REQUEST FOR ADMISSION
TO DRUG COURT
EVALUATION FOR AND
ADMISSION INTO DRUG
COURT PROGRAM**

I, the above-named defendant, hereby request the court for admission into the Drug Court Program. I hereby give my consent to be interviewed by court staff that operates the Williams County Common Pleas Drug Court Program for the purpose of determining if I am eligible for admission into the Drug Court. I acknowledge that I will need to be diagnosed by a licensed treatment provider as drug or alcohol dependent, and I agree to cooperate in the completion of a presentence investigation.

I understand that if I am accepted into the Drug Court, I will be required to participate in a court-ordered substance abuse treatment program until all treatment goals are met to the satisfaction of the service provider and I will be required to comply with conditions of supervision by officers of the probation department that are established to further my successful recovery from substance dependence.

I give my consent to be evaluated for eligibility and admission into the Drug Court. I agree to give truthful and accurate answers to the questions I am asked in this evaluation process for eligibility and admission into the Drug Court. I understand that, unless I otherwise authorize, only my attorney and the Williams County Common Pleas Court and court staff may receive the information I provide in the process of being evaluated for admission into the Drug Court and that my attorney is bound by the confidentiality requirements established by the attorney-client privilege regarding such information. I further understand that the information I give in the evaluation process for admission into the Drug Court Program will not be provided to the State of Ohio and/or counsel for the State of Ohio and is not subject to discovery by the State of Ohio under the Rules of Criminal procedure or any other law or rule.

I also understand that as part of the evaluation process, I will be asked to sign a separate Authorization for Release of Information which authorizes reciprocal communication and release of information from the Williams County Common Pleas Court and court staff by and between the current treatment agency, Recovery Services of Northwest Ohio, and other substance abuse and mental health treatment providers and community service agencies.

I know of no serious physical health conditions which would keep me from completing the Drug Court requirements. I know of no pending charges or detainers from any other jurisdiction that would prevent me from entering or completing the Drug Court Program. I understand that, if I am eligible and admitted into the Drug Court Program, my compliance with the program and the rules of the Drug Court Program will be monitored by Judge Stelzer. I further understand that if I am unsuccessfully terminated from Drug Court for any reason after being admitted into the Drug Court Program, my case will be returned to the regular criminal docket before Judge Stelzer and scheduled for further proceedings, including sentencing or disposition.

I have been informed and understand that this evaluation process for admission does not guarantee my eligibility or admission into the Drug Court Program. I further understand that if I am determined not to be eligible for the program or I am not admitted into the Drug Court Program, my case shall remain on the regular criminal docket for further proceedings, including final resolution.

I agree to complete referral form CM 27 which has been provided to me.

SIGNED:

Defendant

Date

APPROVED:

Referral Source (Attorney/PO)

Date

Prosecutor

Date

CERTIFICATE OF SERVICE

This motion was issued by regular U.S. mail to the Williams County Prosecuting Attorney and the Drug Court Coordinator on this ____ day of _____, 20__.

Attorney for Defendant

WILLIAMS COUNTY DRUG COURT

CONSENT TO RELEASE INFORMATION TO TEAM MEMBERS

I, the undersigned, do hereby give consent to the release of information, written records and reports, and evaluations relating to my physical, mental, vocational, psychological, educational, and social condition and/or status by any individual, agency, physician, psychiatrist, psychologist, clergy, hospital and its employees, school, college or other institution and its employees to the Team Members of the Williams County Drug Court.

Such information is to be used by the Drug Court Treatment Team for communication about confidential information and participation or progress in treatment in compliance with the Ohio Revised Code.

Date: _____ Signature: _____
(Participant)

Witness: _____ DOB: _____

SSN: _____

CONSENT TO RELEASE INFORMATION TO OTHER AGENCIES

I, the undersigned, do hereby give consent to the release of information, written records and reports, and evaluations relating to my criminal history, physical, mental, vocational, psychological, educational, and social condition and/or status by the Williams County Adult Probation Department or any of its employees to agencies including, but not limited to Recovery Services of Northwest Ohio, Shalom Counseling and Mediation, Williams County Job and Family Services, the WORTH Center, CTF, SEARCH, and other Community Base Correctional Facilities, and other treatment facilities.

I hereby release you from any and all legal responsibilities, restrictions, and/or liability that may arise from the acts, and/or release of any information or records which I have authorized above.

Date: _____ Signature: _____
(Participant)

Witness: _____ DOB: _____

SSN: _____

**IN THE COURT OF COMMON PLEAS OF WILLIAMS COUNTY, OHIO
DRUG COURT**

THE STATE OF OHIO

Case No.

Plaintiff

vs.

**JUDGMENT ENTRY-
ACKNOWLEDGMENT OF
REQUIREMENTS OF DRUG
COURT AND PARTICIPATION
AGREEMENT**

Defendant

I agree to enter the Williams County Common Pleas Drug Court Docket. Participants may enter as a post-conviction, judicial release, probation violation, or by agreement with another Drug Court. I have reviewed the Participant Handbook and had the opportunity to ask my attorney any questions related to participation in the program. I understand and agree that I have certain obligations and responsibilities and will have to follow orders from the Drug Court Treatment Team and others involved in the Program. I understand that my participation in this program is voluntary.

MY RESPONSIBILITIES ARE:

1. It is important that I have a detailed understanding of the process and requirements of this program. I have received a copy of the Participant Handbook which outlines the process and requirements of the program. In addition to the responsibilities listed below, I understand that participation in this program requires that I commit to completing court ordered treatment by compliance with the treatment plan, supervision plan, rules of probation and rules of the Williams County Drug Court Docket.
2. I understand my progress through the program is determined by my choices to conform my conduct to the rules of the Court. My progress through the program is not based solely on predetermined timelines, but rather my progression through the five phases of the Court and outlined in the Participant Handbook.
3. I understand that I must plead guilty to my charges in order to participate in this docket.
4. I will pay toward fees, costs, fines, and/or restitution as ordered by the Court. I will work with the team and my probation officer to pay these obligations in a structured way. If I am deemed indigent by the courts a payment plan and/or community control service will be offered. Failure to pay fines and fees in full will not inhibit you from graduating from Drug Court.
5. I will attend and fully participate in all treatment and programming assessments to which I am referred. I will follow any rehabilitation, educational, vocational, medical, psychiatric, or substance abuse treatment program assigned by the Court. I have the right and responsibility to be involved in the creation of my treatment plan.
6. I will complete all release of information forms in order to provide for communication about confidential information, participation/progress in treatment, and compliance with the provisions of relevant law, including the "Health Insurance Portability and Accountability Act of 1996," 42 U.S.C. 300gg-42, as amended, and R.C. 2151.421 and 2152.99. This includes signing releases with

Attachment 7

Williams County Probation, Williams County Drug Court, or any treatment providers, and any other agency designated by the program.

7. I shall keep all information about other participants confidential that is shared at Status Review Hearings.
8. I understand that as soon as possible, I will be placed in appropriate treatment services and I shall attend as required.
9. I shall be placed under the supervision of the Williams County Adult Probation Department to monitor my compliance with court requirements. I may not possess a firearm while on probation.
10. I understand that the Treatment Team shall provide ongoing communication, including frequent exchanges of timely and accurate information, about my overall performance.
11. I shall be required to appear regularly before the Williams County Drug Court Judge, at least twice a month in phases 1-4 of the program. (1st and 3rd Wed. of the month). In phase 5, I shall meet with the Judge at a Status Review Hearing one time per month (1st Wed. of the month).
12. I will not use any illegal drugs. I will submit to drug testing when instructed and I will be honest with the Treatment Team about any and all relapse or use. Immediate notification to the court will occur when a participant tests positive, fails to submit to testing, submits an adulterated sample or the sample of another individual, or dilutes the sample.
13. I must submit to random, frequent, and observed alcohol and other drug testing protocols as directed by the Judge, Probation, and/or Drug Court Coordinator. The Williams County Drug Court will utilize the Sentry Program through Cordant Forensic Solutions to randomize testing. I will be required to call in daily between the hours of 6:00 a.m. to 2:00 p.m. Those participants that are required to report for a randomized urine collection shall report on the same day between the hours of 9:00 a.m. to 12:00 p.m. or 1:00 p.m. to 4:00 p.m., unless otherwise directed by the Drug Court Coordinator.
14. I acknowledge a positive urine screen may be immediately sanctioned which may include increased outpatient treatment, residential treatment, probation violation, jail time, and/ or other appropriate sanctions. The team shall institute a plan that is enforced and reinforced by the Judge.
15. I understand following acts are to be treated as positive tests and may result in immediate sanctions: Failing to submit to testing; submitting an adulterated sample; submitting the sample of another individual; diluting a sample.
16. I will allow and cooperate with home visits from my Probation Officer, and any other designated team member or designated representative of the court.
17. I will obey all city, state and federal laws. If I take part in any criminal act, I may be terminated from the Williams County Drug Court Docket. I will tell my Probation Officer immediately if I have any law enforcement contact.
18. I understand by entering into the Williams County Drug Court, I am agreeing to the following:
 - a. I waive the right to contest the imposition of certain sanctions as determined by the Drug Court Judge. This includes the imposition of community service, an increase in court appearances, increased drug screens, increased treatment activities, and any other sanctions up to the imposition of jail time or electronic monitoring. An imposition of jail time

or electronic monitoring will require a formal probation violation and the ability to contest the basis of the violation.

- b. I waive the right to remain silent and not to incriminate himself/herself at the review hearings regarding violations of the rules of the Williams County Drug Court (excluding pending criminal charges). **I agree honesty and self-reporting of violations of the program rules is integral to treatment and recovery.**
19. I shall be subject to immediate and graduated sanctions which may be imposed by the Court in furtherance of treatment. Sanctions shall be imposed by the Court as a result of non-compliance or a rule violation. I am aware that the Court will be alerted to all such infractions. Sanctions may range in severity depending on the seriousness of my non-compliance or rule violation. Sanctions may include, but are not limited to:
 - a. More frequent appearances before the Judge;
 - b. More frequent appearances before the Probation department;
 - c. Increased testing of breath, blood or urine for drugs or alcohol;
 - d. Increased group and/or meeting attendance;
 - e. Verbal admonishment from the Judge;
 - f. Written reports;
 - g. Community service work;
 - h. One or multiple days seated in the courtroom;
 - i. Electronic Monitoring (EMU);
 - j. Jail time;
 - k. Formal probation violation;
 - l. Termination from the Williams County Drug Court Docket
 - m. Imposition of suspended jail days.
20. When I am in the court room, I will dress and act appropriately. I will also be on time for Court. There will be no food/drinks in the courtroom and cell phones will be turned off.
21. I acknowledge criteria relating to termination from the program is contained in the Participant Handbook. Termination may result in imposition of a jail sentence, electronic monitoring, and/or other restrictions imposed by the Judge.
22. I acknowledge criteria relating to successful completion of the program is contained in the Participant Handbook. Benefits of successful completion may include public recognition, reduction of fines and fees owed, suspension of jail days, and/or termination of probation.
23. I will be supervised by the Williams County Drug Court Docket UNTIL FURTHER ORDERED BY THIS COURT.
24. I understand I have the right to have a defense attorney present during status review hearings and treatment team meetings as it pertains to my case. It is my responsibility to know how to contact my attorney before the treatment team meeting to request that they be present.
25. I understand I will not be allowed to successfully graduate from the program if I have an active warrant for my arrest.
26. I understand it is my responsibility to inform all treating physicians of my recovery from drugs/alcohol before I am given an addictive medication and that I am subject to drug testing. *Only* under limited circumstances, if a doctor believes it is necessary to prescribe the medication such as narcotic pain medication or any other medication that will yield a positive urine screen, the physician must submit a letter to the Drug Court Coordinator stating he/she is aware of my status as a recovering addict/alcoholic and the need for this medication outweighs the risks. I *must* have a letter prior to taking any medication that will cause a positive screen. If I test positive and do not have a letter from my doctor, I will be sanctioned immediately. I further understand there may be

over-the-counter medications that I may not take as well .In cases of emergency room care, I understand all emergency room orders and discharge information will be made available to the Drug Court Coordinator no more than seven (7) days upon release from the hospital and all prescription will have to be cleared by a primary-care physician to continue taking the medications without sanctions. A pattern of visits to the emergency room for ailments that require opiate treatment may be brought back before the court at the discretion of the Drug Court Treatment Team. Furthermore, I understand I must bring all of my prescriptions in the original bottle to my probation appointment as directed.

I have read this Acknowledgement and understand this agreement, and I freely and voluntarily relinquish the rights discussed and agree to abide by all rules and conditions of the Drug Court Program. After consultation with my attorney, I hereby sign the Agreement to participate in the Drug Court.

Participant

Date

Attorney for Participant

Date

Prosecutor

Date

Having reviewed the Drug Court Admissions Assessment and eligibility requirements the court hereby accepts this case and the defendant into the Drug Court Program.

The Clerk of Courts is hereby **ORDERED** to serve a copy of this Judgment Entry upon the Prosecuting Attorney, Attorney for Defendant, Defendant, Adult Probation and Drug Court Coordinator.

IT IS SO ORDERED.

J. T. Stelzer, Judge

Date

**THE COMMON PLEAS COURT OF WILLIAMS COUNTY, OHIO
CRIMINAL DIVISION**

COMMUNITY SANCTIONS IMPOSED BY THE COURT

| | |
|-------------------------------|-----------------|
| Offender: | Case No: |
| Period of Supervision: | Offense: |

You are in the custody of the court by reason of your felony conviction. The court has imposed the following community sanctions and you are ordered and required to abide by them. You are subject to arrest without a warrant by any Probation Officer or any Peace Officer upon written order of any of your Probation Officers.

☐ You shall serve a period of _____ days at the Corrections Center of Northwest Ohio (CCNO), Stryker, Ohio commencing on _____. You shall receive credit for _____ days served.

☐ You shall serve a period of _____ days on the _____ Monitoring Program at your cost, through the Corrections Center of Northwest Ohio (CCNO), Stryker, Ohio commencing on _____.

☐ You shall serve a period of _____ days at the Corrections Center of Northwest Ohio (CCNO), Stryker, Ohio and participate in the _____ Program. You shall receive credit for _____ days served.

☐ You shall enter into and successfully complete the S.E.A.R.C.H. Program at the Northwest Community Corrections Center in Bowling Green, Ohio and follow all recommendations made by that program including aftercare. You shall be transported directly from the Corrections Center of Northwest Ohio.

☐ You shall enter into and successfully complete programming at the Correctional Treatment Facility (CTF) in Toledo, Ohio and follow all treatment recommendations made by that facility including aftercare. You shall be transported directly from the Corrections Center of Northwest Ohio.

Community Control Sanctions
Page 2

☐ You shall attend a substance abuse and/or mental health assessment at the direction of your supervising officer. You shall comply with all treatment recommendations made from that assessment.

☐ You shall successfully complete the Williams County Intensive Probation Program, upon completion you shall be transferred to basic supervision.

☐ You shall enter into and successfully complete the Williams County Drug Court.

☐ You shall complete _____ hours of community service through the Community Service Program at the Corrections Center of Northwest Ohio at your expense.

☐ Your Community Control shall be extended for a period of _____ days/months, expiring on _____.

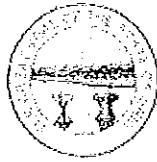
☐ All court costs and attorney's fees, when applicable, associated with this case are hereby assessed against the Defendant.

☐ Other: _____

I have read or had read and explained to me, the above orders of the Court and I understand them. I promise to abide by them and I realize that any violation may cause my participation in community control to be revoked and the sentence put into effect for the offense(s) that I have committed. I received a copy of this form on this date.

Dated: _____ Offender: _____

Probation Officer: _____



LORI J. BOLTON-SELL
Chief Probation/Diversion/Prerelease Officer

MATTHEW D. JOHANTGEN
Intensive Probation Officer

COURT OF COMMON PLEAS
WILLIAMS COUNTY
ADULT PROBATION DEPARTMENT

J. T. STELZER, JUDGE

NANCY J. HANCOCK
Office Manager

SCOTT E. BRADBEE
Presentence Investigator

Williams County Drug Court Policy on Prescription Medication

I, _____, understand that the Williams County Drug Court has a zero tolerance policy regarding the use of opiates. I further understand that for me as a participant in the Williams County Drug Court, I agree to abstain from the use of all opiates even if they are prescribed to me by a medical professional, including dentists. I further understand that if I choose to violate this policy and my agreement, that is grounds for sanctions and/or discharge from Williams County Drug Court. As a participant, I agree to have all prescriptions for medications filled at one and only one pharmacy as a condition of my participation in the Williams County Drug Court.

I also voluntarily agree to provide the names and phone numbers of all my medical care providers and agree to submit the "Letter to Physician" statement (Attachment 9A), a copy of which is attached hereto, to all of my medical care professional providers, including dentists. In case of emergency room care, I will authorize that all emergency room orders and discharge information be made available to the Drug Court Coordinator no more than seven (7) days after my release from the hospital.

I further agree to bring all of my prescribed medications in their original bottles to my probation officer appointment as directed.

I have read or had this read to me and I understand the Williams County Drug Court's Policy on Prescription Medications as herein set forth.

Participant

Date

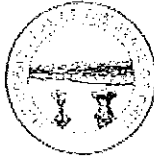
Witness

Date

Attachment 9

ONE COURTHOUSE SQUARE
BRYAN, OHIO 43506

419/636-4722



LORI J. BOLTON-SELL
Chief Probation/Diversion/Prerelease Officer

MATTHEW D. JOHANTGEN
Intensive Probation Officer

COURT OF COMMON PLEAS
WILLIAMS COUNTY
ADULT PROBATION DEPARTMENT

J. T. STELZER, JUDGE

NANCY J. HANCOCK
Office Manager

SCOTT E. BRADBEE
Presentence Investigator

LETTER TO PHYSICIAN

I, _____, have been placed in the Drug Court in Williams County Common Pleas Court. As a result of my Community Control, I am subject to frequent and random drug testing. Therefore, I must report to the court my visit today. As I am in recovery, I would respectfully request that you take this into consideration and offer non-narcotic medications, if possible, when drugs are necessary for my medical treatment.

Physician (Name) _____

Physician (Signature) _____

Date: _____

If you have any questions or concerns please feel free to call Recovery Services of Northwest Ohio and talk to the Drug Court Coordinator.

If this patient fails to present this form to the nurse and/or physician prior to receiving medication or a prescription for medication, please notify Williams County Adult Probation at (419) 636-4722.

Please list the medications prescribed today: _____

**WILLIAMS COUNTY ADULT PROBATION
AUTHORIZATION FOR RELEASE/EXCHANGE OF INFORMATION**

CLIENT NAME _____

CLIENT ADDRESS: _____

CLIENT SSN: _____

CLIENT DATE OF BIRTH _____

INFORMATION RELEASED/EXCHANGED FROM OR TO:

Williams County Adult Probation

#1 Courthouse Square

Bryan, Ohio 43506

(419) 636-4722

Contact Person: _____

INFORMATION RELEASED/EXCHANGED TO OR FROM:

Agency: _____

Address: _____

Telephone: _____

Contact: _____

Specific type of information to be disclosed/obtained:

☒ Admission/Bio-psychosocial Assessments/Narrative Summary

☒ Recommendations/Prognosis

☒ Legal History/Probation/Parole Information

☒ Psychiatric Evaluation

☒ Medical Sheets

☒ Lab/diagnostic/ Drug & Alcohol Testing Results

☒ Other Presentence Report and Conditions of Supervision _____

☒ Treatment Plans/Treatment Summaries

☒ Progress Notes

☒ Treatment Dates

☒ Discharge Summary/Continuing Aftercare Plan

☒ Medical/Physical History and prior diagnosis

☒ Past Records

☒ Attendance

Amount of Information to be disclosed: _____

☐ This episode

☒ All episodes

The reason for this disclosure is:

_____ Coordination of Treatment Services _____ Aftercare Planning _____ Satisfy Legal Requirements _____ Family Involvement

_____ Billing/Payment of Bill _____ Physician Involvement _____ Employment Involvement _____ Other _____

I hereby authorize the release and/or exchange of the above identifying information from my records via telephone, United States mail or electronic mail.

I hereby release the Williams County Adult Probation from all legal responsibility or liability that may arise from the authorization.

This Authorization may be revoked by me at any time, except to the extent that action has been taken in reliance thereon, by the notification of the Williams County Adult Probation Department of my intention to do so. This Authorization (unless expressly revoked earlier) expires of itself in 365 days or on this date: _____

Signature of Authorizing Person: _____ Date: _____

Witness: _____ Date: _____

NOTICE: This information has been disclosed to you from records protected by Federal confidentiality rule (42 CFR, Part 2, Sec. 2.31 of PL-93-282). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person whom it pertains, or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

For further information, please contact

Williams County Adult Probation

#1 Courthouse Square

Bryan, Ohio 43506

(419) 636-4722

(telephone, letter, etc.)

NOTICE OF CANCELLATION:

Date: _____

Time: _____

Mode of Cancellation: _____

Signature of person receiving Notice of Cancellation _____

Renewal of Expired Authorization

This authorization if renewed effective _____

The new expiration date is: _____

Signature and Date: _____

Witness and Date: _____

Attachment 10

Revoked Authorization

Client/Guardian has revoked this authorization as

Of (date): _____

Signature and Date: _____

Witness and Date: _____

RECOVERY SERVICES OF NORTHWEST OHIO

AUTHORIZATION FOR RELEASE OF INFORMATION

Note: All matters relating to alcohol or drug abuse records are considered privileged and confidential and are treated as such by the employees of the program. Information regarding such matters cannot be given out without the consent of the client. Section 2.31 of the P.L. 96-282, Part 2, requires the following information:

Recovery Services of Northwest Ohio is hereby granted my permission to exchange information with:

(Name of person, institution or agency)

(Complete Address) _____

Such information as may be necessary regarding the treatment of:

(Full name of client)

(Date of Birth)

Purpose or need for disclosure: Please check applicable item(s)

____ Continuity of care xx Resolution of legal matters

Specific information to be disclosed: Please check applicable item(s):

(INITIAL each item requested)

| | | |
|----------------------|----------------------|----------------------------|
| ____ Assessment | ____ Behavioral data | ____ Diagnosis & Prognosis |
| ____ Recommendations | ____ Referrals | ____ Attendance |
| ____ Progress | ____ Progress notes | |

Amount of information to be disclosed: Information covering the previous three months _____
Information covering the most recent admission _____, Other (specify) _____

This consent (unless expressly revoked earlier) expires on: termination of supervision
(Specific date, event, or condition upon which it will expire)

I understand that I may cancel this release in writing at any time, except to the extent to which the information has already been released. My refusal to sign this authorization will NOT affect my ability to obtain treatment, payment, or enrollment in a health plan.

As required by section 2.32(a). Prohibition on Disclosure:

"This information has been disclosed to you from records Protected By Federal Confidentiality rules. The Federal rules prohibit you from Making any further disclosure of this information unless further Disclosure is expressly permitted by the written consent of the person to whom it Pertains or as otherwise permitted by 42 C.F.R., Part 2. A general authorization for Release of medical information is not sufficient for this purpose. The Federal rules Restrict the use of any information to criminally investigate or prosecute any alcohol Or drug abuse client."

(signature of client or person authorized to consent)

(Relationship)

(Date signed)

| | |
|-------------------------------------|-------|
| For Office Use Only | Date: |
| Staff Person Releasing Information: | |
| Agency Authorized Staff Only | |

DRUG COURT CASE PLAN (ORIENTATION)

Name: _____ Date: _____

Orientation

The Williams County Drug Court Program is an 18-month intensive program. The primary goals of this phase are to introduce you to the program and the program expectations. You are entering the orientation phase and will be expected to complete the requirements of the Drug Court Program listed below. Successful completion of this phase will be based upon your performance, compliance, and the recommendations of the Drug Court Treatment Team.

Tasks to consider for the orientation phase include the following:

During this phase, you will meet with the Drug Court Coordinator or Probation Officer. During this time frame, releases of information will be signed to the treatment agencies you are attending and to any other places you attend for assistance. You will also go over the requirements of the Drug Court and sign any other additional paperwork for your case. You will be given the dates of the Status Review hearings, the frequency of random drug and alcohol testing will be determined, prescribed medications identified, and the frequency for medication compliance monitoring determined (if necessary). During your first Status Review, you will be introduced to team members and begin to engage in the treatment plan process if not already done. This phase will last a minimum of two weeks.

Participant requirements to consider for orientation phase include:

- _____ Follow Drug Court Case Plan.
- _____ Attend all required Drug Court status review hearings – two times per month:
2nd and 4th Thursdays of each month, unless otherwise notified by the court.
- _____ Attend Orientation Meetings.
- _____ Sign necessary Release(s) of Information.
- _____ Verbalize an understanding of the program expectations and participant handbook.
- _____ Set up weekly PO meeting.
- _____ Verbalize an understanding of the probation terms.
- _____ Abide by all rules of the Drug Court program.
- _____ Commit no new criminal offenses.
- _____ Submit to all drug and alcohol testing.
- _____ Complete behavioral and mental health screenings and evaluations (if needed).
- _____ Attend all mental health and substance abuse treatment sessions and activities.
- _____ Attend all appointments with doctor, psychiatrist, and psychologist.
- _____ Comply with all prescription medication requirements.
- _____ Receive education on 12-step or other support groups and how to obtain a sponsor.
- _____ Review and complete the individualized treatment plan.

Non-compliance may mean daily check in, house arrest, or jail. The team will monitor progress and require documentation.

Graduation to the next phase includes the following:

- _____ Have participated in drug/alcohol treatment.
- _____ Written recommendation by providers.
- _____ Recommendation by Treatment Team.
- _____ Provide a drug screen.
- _____ No sanctions for last two weeks.
- _____ No new convictions.
- _____ Make an application for next phase as directed.

I have received my copy of the Orientation Phase of the Drug Court Program. The Drug Court Coordinator has explained the above-mentioned areas and indicated that I am ordered to comply with these areas in order to successfully complete the program. I understand that it is my responsibility to comply with the program's requirements. I acknowledge that I am entering the Drug Court Program. I understand that a probation officer will check off the above-mentioned areas as they are completed. I also acknowledge that failure, on my part, to comply with the above-mentioned, checked terms may result in my removal from the program. If removed from the program due to non-compliance, I will have not completed the program successfully.

Defendant Signature

Date

Date Completed:

Probation Officer's Initials

DRUG COURT CASE PLAN (PHASE I)

Name: _____ Date: _____

Phase I

The primary goals of this phase are to stabilize your symptoms through appropriate treatment placement and obtain compliance with the Drug Court Program requirements. You are entering Phase I and will be expected to complete the requirements of the Program listed below. Successful completion of this phase will be based upon your performance, compliance, and the recommendations of the Treatment Team.

Tasks to consider for this phase include the following:

Ensure court obligations are being met, such as developing payment schedules for fines, court costs, and victim restitution, assigning appropriate community service, or serving mandatory jail time, if applicable. You will be placed in a level of care determined by your alcohol/drug assessment. This could mean Intensive Outpatient treatment or Residential treatment. Complete all other assessments and inventories determined necessary by the Treatment team, including housing, education, vocational, employment, and life skill. This phase will last a minimum of 12 weeks.

Participant requirements to consider for Phase I include:

- _____ Comply with Drug Court Case Plan.
- _____ Attend all required Drug Court status review hearings – two times per month: 2nd and 4th Thursdays of each month, unless otherwise notified by the court.
- _____ Sign necessary Release(s) of Information.
- _____ Attend weekly PO meeting.
- _____ Comply with probation terms as evidenced by behaviors.
- _____ Abide by all rules of the Drug Court program as evidenced by behaviors.
- _____ Commit no new criminal offenses.
- _____ Submit to all drug and alcohol testing.
- _____ Complete behavioral and mental health screenings and evaluations (if needed).
- _____ Attend all mental health and substance abuse treatment sessions and activities.
- _____ Attend all appointments with doctor, psychiatrist, and psychologist.
- _____ Comply with all prescription medication requirements.
- _____ Attend and engage in 12-step or support groups.
- _____ Obtain AA/NA sponsor.
- _____ Go over payment plans
- _____ Complete assignments, if given.

Non-compliance may mean daily check in, house arrest, or jail. The team will monitor progress and require documentation.

Graduation to the next phase includes the following:

- _____ Participation in Phase I for a minimum of 16 weeks.
- _____ Engage in drug/alcohol treatment and actively participate.
- _____ Written recommendation by providers.
- _____ Recommendation by Treatment Team.
- _____ Completion of any assignments given.
- _____ Attending 12-step meeting or support groups.
- _____ Negative drug screens for 112 days.
- _____ No sanctions for last four weeks.
- _____ No new convictions in past 90 days.
- _____ May have satisfactory home visits with PO.
- _____ Make an application for next phase as directed.

I have received my copy of Phase I of the Drug Court Program. The Drug Court Coordinator has explained the above-mentioned areas and indicated that I am ordered to comply with these areas in order to successfully complete the program. I understand that it is my responsibility to comply with the program's requirements. I acknowledge that I am entering the Drug Court program. I understand that a probation officer will check off the above-mentioned areas as they are completed. I also acknowledge that failure, on my part, to comply with the above-mentioned, checked terms may result in my removal from the program. If removed from the program due to non-compliance, I will have not completed the program successfully.

Defendant Signature

Date

Date Completed:

Probation Officer's Initials

DRUG COURT CASE PLAN (PHASE II)

Name: _____ Date: _____

Phase II

Congratulations! You have successfully completed Phase I of the Drug Court Program. You are now entering Phase II of the Drug Court Program and will be expected to complete the requirements listed below. Successful completion of this phase will be based upon your performance, compliance, and the recommendations of the Treatment Team.

After you have remained stable for a designated period of time, other needs can begin to be addressed. During this period, ancillary service needs can be assessed, including health, dental, optical, clothing, housing needs, vocational training, and any other areas identified by the Treatment Team. This phase will last a minimum of 16 weeks.

Tasks to be considered for this phase include the following:

Ensure court obligations are met, such as compliance with payment schedules for fines, court costs, victim restitution, and community service requirements. Continue random drug and alcohol testing at a frequency determined by the Treatment Team. Continue medication compliance monitoring. Continue with linkages with housing, educational, vocational, and employment opportunities. Make referrals for other ancillary service needs not yet addressed.

Participant requirements to consider for the community reintegration phase include:

- _____ Comply with Drug Court Case Plan.
- _____ Attend all required Drug Court status review hearings – two times per month:
2nd and 4th Thursdays of each month, unless otherwise notified by the court.
- _____ Attend bi-monthly PO meeting.
- _____ Comply with probation terms as evidenced by behaviors.
- _____ Abide by all rules of the Drug Court program as evidenced by behaviors.
- _____ Commit no new criminal offenses.
- _____ Submit to all drug and alcohol testing.
- _____ Attend all mental health and substance abuse treatment sessions and activities.
- _____ Attend all appointments with doctor, psychiatrist, and psychologist.
- _____ Comply with all prescription medication requirements.
- _____ Attend and engage in 12-step or support groups.
- _____ Engage in meaningful activity.
- _____ Make payments towards court ordered obligations.
- _____ Follow through on housing, educational, vocational, financial, and employment referrals.
- _____ Complete assignments, if given.

Non-compliance may mean daily check in, house arrest, jail or return to Phase I. The team will monitor progress and require documentation.

Graduation to the next phase includes the following:

- _____ Participation in Phase II for a minimum of 16 weeks.
- _____ Written recommendation by providers.
- _____ Recommendation by Treatment Team.
- _____ Completion of any assignments given.
- _____ Attending 12-step meeting or support groups.
- _____ Negative drug screens for 112 days.
- _____ No sanctions for last 8 weeks.
- _____ No new convictions in past 180 days.
- _____ May have satisfactory home visits with PO.
- _____ Make an application for next phase as directed and include strategies to achieve long-term goals.
- _____ The participant shall be able to identify several criminal thinking errors.

I have received my copy of Phase II of the Drug Court Program. The Drug Court Coordinator has explained the above-mentioned areas and indicated that I am ordered to comply with these areas in order to successfully complete the program. I understand that it is my responsibility to comply with the program's requirements. I acknowledge that I am entering the Drug Court Program. I understand that a probation officer will check off the above-mentioned areas as they are completed. I also acknowledge that failure, on my part, to comply with the above-mentioned, checked terms may result in my removal from the program. If removed from the program due to non-compliance, I will have not completed the program successfully.

Defendant Signature

Date

Date Completed:

Probation Officer's Initials

DRUG COURT CASE PLAN (PHASE III)

Name: _____ Date: _____

Phase III

Congratulations! You have successfully completed Phases I and II of the Drug Court Program. You are entering the final Phase III of the Drug Court Program and will be expected to complete the requirements listed below. Successful completion of this final phase will be based upon your performance, compliance, and the recommendations of the Drug Court Program.

(Phase III)

This phase is focused on you adhering to and sustaining the structure and discipline developed in earlier phases. By the time you graduate to this phase, you have successfully and faithfully adhered to the alcohol/drug treatment requirements including: medication compliance, integrated structure into your life by obtaining permanent housing; pursuing employment; educational or vocational opportunities; developing a functional support system' abstaining from usage of drugs and alcohol' and avoiding additional involvement with the criminal justice system. The amount of case management will lessen as you build your capacity to engage with service providers without the necessity of a facilitating party. At the discretion of the Treatment Team, appearances at Drug Court status review hearings are reduced even further. The Treatment Team will act in a support role, monitoring your "maintenance." With any regression, the Treatment Team will act swiftly to have you back on track. The length of this phase varies, depending on the individual needs of the participant. The minimum length is 16 weeks.

Participant requirements to consider for the maintenance phase include:

- _____ Comply with Drug Court Case Plan.
- _____ Attend all required Drug Court status review hearings – one time per month:
2nd Thursdays of each month, unless otherwise notified by the court.
- _____ Attend monthly PO meeting.
- _____ Comply with probation terms as evidenced by behaviors.
- _____ Abide by all rules of the Drug Court program as evidenced by behaviors.
- _____ Commit no new criminal offenses.
- _____ Submit to all drug and alcohol testing.
- _____ Attend all mental health and substance abuse treatment sessions and activities.
- _____ Attend all appointments with doctor, psychiatrist, and psychologist.
- _____ Comply with all prescription medication requirements.
- _____ Attend a 12-step or support groups.
- _____ Engage in meaningful activity.
- _____ Active participation in a structured daily activity.
- _____ Maintain stable housing.
- _____ Obtain/Maintain employment.
- _____ Demonstrate improved family relationships.
- _____ Complete relapse prevention plan.

Non-compliance may mean daily check in, house arrest, jail, or return to Phase II. The team will monitor progress and require documentation.

In order to graduate, the following must be completed:

- _____ Participated in Phase III for a minimum of 16 weeks.
- _____ Written recommendation by providers.
- _____ Recommendation by Treatment Team.
- _____ Completion of any assignments given.
- _____ Attending 12-step meeting or support groups.
- _____ Negative drug screens for 180 days.
- _____ No sanctions for past 12 weeks.
- _____ No new convictions in past 180 days.
- _____ May have satisfactory home visits with PO.
- _____ Provide court with relapse prevention plan and list of supports.
- _____ Paid all court obligations in full unless payment is waived by the court for good cause.
- _____ Participant makes application for graduation by completing an essay.
- _____ Exhibited responsibility for behaviors.
- _____ Demonstrates the ability to identify and eliminate criminal thinking errors.
- _____ Complete exit survey.

I have received my copy of Phase III of the Drug Court Program. The Drug Court Coordinator has explained the above-mentioned areas and indicated that I am ordered to comply with these areas in order to successfully complete the program. I understand that a probation officer will check off the above-mentioned areas as they are completed. I also acknowledge that failure, on my part, to comply with the above-mentioned, checked terms may result in my removal from the program. If removed from the program due to non-compliance, I will have not completed the program successfully.

Defendant Signature

Date

Date Completed:

Probation Officer's Initials

TREATMENT PLAN AND REVIEW

Client Name: (First, MI, Last): _____ Case #: _____

Goal # _____ Date Started: _____ Target Completion Date: _____

Client Statement of Needs or Desired Results (in client's own words) _____

Problem Areas as related to goal _____

Client Strengths as related to goal _____

Goal: _____

Incremental Objectives (reflective of age, disorder, and culture):

Therapeutic Services Provided _____
Frequency of Interventions _____

Describe Interventions:

Staff Person Signature: _____ Date: _____

Client/Guardian's Signature: _____ Date: _____

OUTCOMES EVALUATION

3-MONTH REVIEW

10 9 8 7 6 5 4 3 2 1 0
MAJOR PROGRESS MODERATE PROGRESS SOME PROGRESS NO PROGRESS

Describe Outcomes

Client/Guardian's Initials: _____
Staff Initials: _____

Date: _____
Date: _____

6-MONTH REVIEW

10 9 8 7 6 5 4 3 2 1 0
MAJOR PROGRESS MODERATE PROGRESS SOME PROGRESS NO PROGRESS

Describe Outcomes

Client/Guardian's Initials: _____
Staff Initials: _____

Date: _____
Date: _____

9-MONTH REVIEW

10 9 8 7 6 5 4 3 2 1 0
MAJOR PROGRESS MODERATE PROGRESS SOME PROGRESS NO PROGRESS

Describe Outcomes

Client/Guardian's Initials: _____
Staff Initials: _____

Date: _____
Date: _____

12-MONTH REVIEW

10 9 8 7 6 5 4 3 2 1 0
MAJOR PROGRESS MODERATE PROGRESS SOME PROGRESS NO PROGRESS

Describe Outcomes

Client/Guardian's Initials: _____
Staff Initials: _____

Date: _____
Date: _____

2015 Drug Court Calendar

January

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| | | | 7 | 8 | 9 | 10 |
| 4 | 5 | 6 | 13 | 14 | 15 | 16 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

February

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | 8 | 9 | 10 | 11 | 12 | 13 |
| | 15 | 16 | 17 | 18 | 19 | 20 |
| | 22 | 23 | 24 | 25 | 26 | 27 |
| | | | | | | 28 |

March

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | 8 | 9 | 10 | 11 | 12 | 13 |
| | 15 | 16 | 17 | 18 | 19 | 20 |
| | 22 | 23 | 24 | 25 | 26 | 27 |
| | 29 | 30 | 31 | | | |

April

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
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| | 5 | 6 | 7 | 8 | 9 | 10 |
| | 12 | 13 | 14 | 15 | 16 | 17 |
| | 19 | 20 | 21 | 22 | 23 | 24 |
| | 26 | 27 | 28 | 29 | 30 | |

May

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| | | | 6 | 7 | 8 | 9 |
| 3 | 4 | 5 | 12 | 13 | 14 | 15 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

June

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | 7 | 8 | 9 | 10 | 11 | 12 |
| | 14 | 15 | 16 | 17 | 18 | 19 |
| | 21 | 22 | 23 | 24 | 25 | 26 |
| | 28 | 29 | 30 | | | |

July

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| | 5 | 6 | 7 | 8 | 9 | 10 |
| | 12 | 13 | 14 | 15 | 16 | 17 |
| | 19 | 20 | 21 | 22 | 23 | 24 |
| | 26 | 27 | 28 | 29 | 30 | 31 |

August

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| | | | | | | 1 |
| | 2 | 3 | 4 | 5 | 6 | 7 |
| | 9 | 10 | 11 | 12 | 13 | 14 |
| | 16 | 17 | 18 | 19 | 20 | 21 |
| | 23 | 24 | 25 | 26 | 27 | 28 |
| | 30 | 31 | | | | |

September

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| | 6 | 7 | 8 | 9 | 10 | 11 |
| | 13 | 14 | 15 | 16 | 17 | 18 |
| | 20 | 21 | 22 | 23 | 24 | 25 |
| | 27 | 28 | 29 | 30 | | |

October

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| | 4 | 5 | 6 | 7 | 8 | 9 |
| | 11 | 12 | 13 | 14 | 15 | 16 |
| | 18 | 19 | 20 | 21 | 22 | 23 |
| | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | 31 |

November

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | 8 | 9 | 10 | 11 | 12 | 13 |
| | 15 | 16 | 17 | 18 | 19 | 20 |
| | 22 | 23 | 24 | 25 | 26 | 27 |
| | 29 | 30 | | | | |

December

| S | M | T | W | T | F | S |
|---|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| | 6 | 7 | 8 | 9 | 10 | 11 |
| | 13 | 14 | 15 | 16 | 17 | 18 |
| | 20 | 21 | 22 | 23 | 24 | 25 |
| | 27 | 28 | 29 | 30 | 31 | |

Drug Court will be held on the 1st and 3rd Wednesdays of each month beginning at 2:00 p.m., unless otherwise notified by the court. Treatment team meetings will begin at 1:00 p.m.

Month _____

Date Started _____

MONTHLY CLIENT OUTCOMES REPORT

Client Name _____

Court Ordered Yes _____ No _____
____ Williams County Common Pleas ____ Williams County Drug Court
____ Bryan Municipal Court ____ Williams County Juvenile Court
____ Other court or agency (specify) _____

1) Treatment Attendance Goal: Client attends at least 90% of scheduled treatment sessions with no unannounced absences.

Client attended _____ of _____ scheduled individual counseling sessions
Client attended _____ of _____ scheduled case management sessions
Client attended _____ of _____ scheduled treatment group sessions
Number of no shows _____ Number of cancellations _____ (at least 24 hrs notice)

2) Treatment Participation Goal: Client shows active participation in treatment as measured by the following criteria: (rate on scale of 1-5, with 5 being most positive)

____ Client verbalized and demonstrated understanding of addiction
____ Client verbalized and demonstrated understanding of changes necessary to sustain recovery
____ Client initiated life style changes
____ Client initiated sober supports

3) Drug Testing Goal: Client complies with court or agency required alcohol/drug testing and tests negative every time.

Number of alcohol/drug tests administered _____
Number of positive results _____

4) Peer Support Goal: Client attends at least three peer support 12-step (AA, NA, HA) meetings per week.

Number of meetings required _____ Number of meetings attended _____

5) Abstinence Goal: Client remains abstinent for the duration of treatment.

Longest period of abstinence during month _____

6) Medication Assisted Treatment Goal (as applicable): Client receives monthly Vivitrol injection at scheduled place and time.

Yes _____ No _____

Comments/Explanation _____

Staff

Date

This information has been disclosed to you from records whose confidentiality is protected by Federal Laws. Federal Regulations (42 CFR Part 2) prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal Rules restrict any use of this information to criminally investigate or prosecute any alcohol or drug abuse patient.

Williams County Common Pleas Court

Drug Court Exit Survey

Date: _____

Offender Name: _____

1. I was highly motivated to change my previous lifestyle when assigned to the Drug Court.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

2. Prior to entering the Drug Court Program, the program requirements were explained to me so I could understand them.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

3. The Drug Court Treatment Team treated me with respect.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

4. I always thought the Drug Court Treatment Team was there to help me be successful.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

5. I would rate my overall Drug Court experience as beneficial to my success.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

6. Drug testing helped me refrain from using drugs.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ N/A

7. My substance abuse treatment was beneficial to my success.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree ☐ N/A

Williams County Common Pleas Court

Drug Court Exit Survey

8. What benefited you the most during your time in the Drug Court Program?

9. If there were things in the Drug Court Program could have changed to better serve you, what would be they be?

10. Were you honest when answering this survey?

☐ Yes ☐ No ☐ Somewhat ☐ I told you what you wanted to hear

11. Additional Comments or Suggestions:

WILLIAMS COUNTY DRUG COURT

Visitor Confidentiality Agreement

I understand that for safety and for legal reasons, all information pertaining to anyone who seeks or has received the services of the Williams County Drug Court must be kept confidential. This includes the identity of those who seek services, their names, gender, age, number of children, addresses, types of services received, places where services were sought or received, and any other information that could identify the individual. I understand that this information is NOT to be shared with anyone including other agencies, treatment providers, law enforcement, etc.

I will maintain the confidentiality of those people I meet in this Drug Court, including personal details of the participant, court staff, or representatives from various local agencies.

I understand that my confidentiality obligation is on-going and it does not end when my visit to or relationship with this Drug Court ends.

I agree to abide by the guidelines above. I understand that failure to respect these confidentiality guidelines may result in me being barred from Drug Court hearings. In addition, depending upon the impact of my confidentiality breach, I may also be subject to civil or criminal liability. This confidentiality agreement was created to ensure the safety and privacy of program recipients, staff and representatives from local agencies. I agree to notify the Drug Court Officer immediately if I have questions or concerns regarding this agency confidentiality agreement.

Visitor Printed Name _____

Date: _____

Visitor Signature _____

WILLIAMS COUNTY PROBATION DEPARTMENT

Drug Testing Policy

Officers of the Williams County Adult Probation Department are permitted to test offenders who are under supervision, defendants out on bond, and any other individuals as ordered by the court for the presence of drugs or alcohol use.

The Williams County Adult Probation Department utilizes various oral and urine drug screening kits, and probation officers shall follow the guidelines and procedures authorized by the drug test kit provider. For any drug test kits that need further analysis, the probation officer shall follow the guidelines and procedures authorized by the testing laboratory or drug test kit provider and send the sample to the respective laboratory. The participant will be responsible for any costs associated with the analysis of a refuted drug test or the cost of a second drug test.

The probation officer is responsible for closely observing the offender so that foreign substances or another person's urine is not placed in the test cup. Once the sample has been collected, the probation officer shall follow the manufacturer's directions for the test cup. Probation Officers shall only monitor offenders of the same sex when collecting a urine sample.

The supervising probation officer is responsible for recording and documenting the results of each test for his/her offenders or as otherwise directed. If a negative result is given, the sample may be disposed. If it is positive and necessary, the sample can be placed in a plastic evidence bag, properly labeled, and stored in the probation department refrigerator for future reference or testing. The length of storage time depends on the offender's admission or denial of use and the possible consequences.

Drug and/or Alcohol Screening Services

Drug and/or alcohol screening services are laboratory testing of client specimens to detect the presence of alcohol and/or drugs.

Trained staff members will collect the specimens at the agency facility or in the client's natural environment (home, worksite, etc.). Services are provided in a manner that protects the privacy and confidentiality of the client when possible and assures the security of the specimen being collected and/or shipped to the appropriate laboratory.

Drug Testing

1. The client shall be administered a drug test by agency staff within 24 hours of referral. Testing consists of collecting a urine sample and sending the sample to a federally certified laboratory where the sample is tested for 10 illegal drugs or conducting a "rapid" drug test which shows results at the point of testing.
2. If the initial results of the drug test are negative (no drugs detected), no additional testing is conducted and the drug test is considered negative.
3. If the drug test report is negative, the report will be placed in the client's record and reported to the client and applicable referral source.
4. If the initial results of the drug test are positive (drugs detected), the laboratory may conduct a second confirmatory test. If the confirmatory test confirms the presence of drug(s) at a predetermined level, the drug test is considered positive.
5. If the drug test final report is positive, the report will be placed in the client's record, and the client and applicable referral source will be notified.
6. Specimens shall be collected in a manner to minimize falsification or misidentification, and containers for specimens shall be labeled to reflect the identification of the person from whom the specimen was obtained and the date the specimen was obtained.
7. Agency staff shall follow the "chain of custody" procedures that track who handled the specimen and how/when the specimen was transferred or delivered to another staff or to a laboratory (delivery service).

Williams County Drug Court
Confirmation of Drug Test

On _____, I submitted to an instant drug test as a condition of my participation in the Williams County Drug Court Program.

☐ The results returned negative for any drugs.

Participant Signature

Printed Name

Date/Time

Witness Signature

Printed Name

Date/Time

ADMISSION OF POSITIVE DRUG TEST

☐ The results were **POSITIVE** for the following drug(s):

- ☐ Marijuana (THC)
- ☐ Methamphetamine (mAMPH)
- ☐ Cocaine (COC)
- ☐ Oxycodone (OXY)
- ☐ Barbiturates (BAR)
- ☐ Methodone (MTD)
- ☐ Methylenedioxymethamphetamine

- ☐ Amphetamine (AMP)
- ☐ Benzodiazepine (BZO)
- ☐ Opiates (OPI)
- ☐ Phencyclidine (PCP)
- ☐ Morphine (MOP)
- ☐ Propoxyphene (PPX)
- ☐ Other:

I certify that the above results are an accurate reflection of my recent drug usage. I understand that by so certifying, I am admitting to a violation of Rule #7 of my Conditions of Supervision and further understand that my Supervising Officer may impose sanctions upon me, including requesting the revocation of my release/imposition of a prison term sanction by a representative of the Parole Board at a Release Violation Hearing. Furthermore, I understand that by admitting to this violation, a confirmation test of the urine sample I submitted will not be conducted. I sign this admission knowingly, voluntarily, and intelligently.

| | |
|-----------------------------------|-------|
| Offender Signature: | Date: |
| Parole Officer/Witness Signature: | Date: |

VOLUNTARILY ADMISSION

Any admission recorded below was given voluntarily and without duress. I, _____, do voluntarily admit to using the substance(s) checked below on or about this date: _____.

- ☐ Marijuana (THC)
- ☐ Methamphetamine (mAMPH)
- ☐ Cocaine (COC)
- ☐ Oxycodone (OXY)
- ☐ Barbiturates (BAR)
- ☐ Methodone (MTD)
- ☐ Methylenedioxymethamphetamine

- ☐ Amphetamine (AMP)
- ☐ Benzodiazepine (BZO)
- ☐ Opiates (OPI)
- ☐ Phencyclidine (PCP)
- ☐ Morphine (MOP)
- ☐ Propoxyphene (PPX)
- ☐ Other:

| | |
|-----------------------------------|-------|
| Offender Signature: | Date: |
| Parole Officer/Witness Signature: | Date: |

WILLIAMS COUNTY DRUG COURT PROGRAM TREATMENT TEAM

Judge J.T. Stelzer, Chairperson
Drug Court Judge
Williams County Common Pleas Court
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Bryan, Ohio 43506

Lori Bolton-Sell
Chief Probation Officer
Williams County Adult Probation
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Registered Nurse
Health Partners
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Bryan, OH 43506

(Case manager)
Northwest Community Corrections Center
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